



## **Terms of Reference for a Programme Officer**

### **1. Introduction**

Africa Freedom of Information Centre (AFIC) is a pan-African membership civil society organization and resource centre promoting the right to information in Africa. With 46 members in 24 African countries, the centre is the largest and leading organization promoting the right to information and open contracting in Africa.

In its Strategic Plan, AFIC focuses on four core pillars including; right to information, transparency and accountability, institutional development and membership development. Under its transparency and accountability pillar, AFIC focuses on promoting value for money and value for many in public contracts and services with a major focus on the use of public information to foster transparency and accountability. Our initiatives include promotion of disclosure by public agencies and business, building capacities of data users, monitoring of public contracts and services, whistle-blower protection, promotion of fair business practices and better delivery of public services.

AFIC is looking for a Programme Officer who is innovative and self-motivated to support implementation of transparency and accountability interventions, coordinate on building existing partnerships and expanding knowledge generation and support advocacy, administrative processes, influence reforms and document change at the local and national levels in the various sectors we operate.

### **2. Duties of the Programme Officer**

The programme officer will work closely with the Programme Coordinator, in supporting AFIC to meet the intended objectives and strategic plan. The programme officer will be expected to undertake the following activities;

- a. Developing concepts and terms of reference for specific components of the work plan and coordinating project/programme activities and reporting to ensure they are conducted in a timely and satisfactory manner.
- b. Coordinating service providers and support preparation, processing and administration of consultants and technical services contracts/agreements.
- c. Liaising with and support stakeholders through telephone and electronic communication to follow up, engage and lobby for reforms and action on recommendations
- d. Provide administrative support (such as send out invitations, registering delegates, preparing delegate packs, liaising with speakers etc)
- e. Contributing to developing of impact stories, lessons and stories of change.
- f. Contributing to fundraising efforts
- g. Coordinate and provide support to other AFIC programmes as needed.

### **3. Expected outputs**

The Programme Officer's expected outputs are geared towards supporting the delivery of outputs and outcomes of the projects as a whole. The officer will be expected to;

- Regular activity and programme narrative reports for internal and external use.
- Case studies, stories of change and impact stories related to the activities completed by the respective programmes under their focus.
- A number of blogs, articles or policy briefs communicating programme activities and or relevant issues on the respective programmes.
- A number of fundraising materials, such as concept notes and proposals among others.

### **4. Person Specification**

The ideal candidate should possess a postgraduate training in Development Studies, Procurement, Management, Engineering or related course. At least five years' experience in right to information, anticorruption, service delivery, human rights and transparency and accountability. He/she should be prolific writer with advocacy, campaigning, research and analytical skills. He/she should have demonstrated experience in fundraising and research, result oriented and self-driven.

### **5. Applications**

AFIC is an equal opportunity employer and offers attractive terms. Interested and qualified candidates should submit applications together with CVs (3 pages maximum) by **9<sup>th</sup> March 2023** to: Email: [info@africafoicentre.org](mailto:info@africafoicentre.org) copy to [info@cost.or.ug](mailto:info@cost.or.ug)