

<b>ROLE</b>	<b>Regional Projects Officer (West Africa)</b>
<b>STATUS</b>	<b>Full-time</b> (based at the head office, though travelling is required)
<b>HOURS</b>	<b>37.5 hours/week</b>
<b>RESPONSIBLE TO</b>	<b>Regional Manager</b>
<b>SALARY</b>	<b>£23,000 to £28,000</b> (Dependent on Experience)

## JOB PURPOSE

Assist the Regional Manager in the coordination and implementation of programmes in West Africa, ensuring operational effectiveness and minimisation of risks.

## MAIN DUTIES

- Coordinate a portfolio of relief and development projects, from inception to completion.
- Assist the Regional Manager in conducting needs assessment and situation analyses, and developing project solutions.
- Provide full-length support to the Regional Manager in overlooking the finance, logistics and administration of projects.
- Provide supervision and timely guidance to partner organisations and manage Country Office teams to effectively and transparently deliver projects.
- Ensure safe-guarding policies for projects are properly in place and adhered to by field teams and partner organisations.
- Conduct field visits to oversee project implementation and provide input and guidance on its quality and efficiency.
- Undertake detailed financial audits of completed projects, ensuring agreed objectives and budgets were delivered.
- Support the regional team in processing funding applications in line with Ummah Welfare Trust's criteria and requirements.
- Maintain project audit files and other records pertaining to charitable expenditure.
- Manage the allocations of donations for specified projects and ensure timely feedback to donors for these.

## PERSON SPECIFICATION

- Professional experience in detailed administration to support high-level objectives.
- Excellent organizational, negotiation and inter-personal skills. The ability to remain calm whilst dealing with partners and conflicting priorities is essential.
- A keen-eye-for detail is essential, particularly when looking at finances and project design.
- Proven high level skills in the MS Office package, particularly Excel.
- Self-motivated. The ability to take the initiative and work independently is paramount.
- Excellent written and verbal English
- Willing and able to undertake a minimum of 3 international trips of at least 2 weeks each.

**This post is subject to a Disclosure and Barring Service (DBS) check.**

To apply for this role, please email your CV and Covering Letter to [vacancies@uwt.org](mailto:vacancies@uwt.org). You can also email for further information.