

JOB DESCRIPTION

Job title	Project Officer (PO)
Responsible to	Burundi Country Representative
Responsible for	No direct line management responsibility
Key internal relationships	Finance Officer Programme Quality Team (UK) Peacebuilding Support Team (UK) and other country office counterparts
Key external relationships	Implementing partners Project participants (groups, community facilitators, national and local authorities, and community members)
Location	Bujumbura, with frequent travel to Burunga Province
Position grade	7
Status	Full-time
Contract duration	Two-year (fixed term)
Salary scale:	Gross monthly salary range: 2m – 2.5m (BIF) monthly (inclusive of allowances, subject to tax) Other benefits: medical coverage and pension contributions

Job Context

Cord Global is a peacebuilding international non-governmental organisation with administrative headquarters in the United Kingdom and operational teams in Africa and Asia. Cord works to make peace a reality in communities through the power of peaceful relationships.

Since 2005, Cord has been contributing to sustaining peace in Burundi through initiatives that strengthen social cohesion among host communities, returnees, and diverse ethnic and socio-political groups. By helping individuals recognise their own capacity to drive positive change, Cord has empowered marginalised groups—particularly women, young people, and returnees—to become active agents of peace within their communities.

Currently, Cord's work in Burundi focuses on building social cohesion, promoting psychosocial support, and strengthening socio-economic resilience. In line with the

localisation agenda, Cord's approach centres on strengthening the capacity of civil society, fostering constructive engagement with powerholders, and promoting collaboration between communities and local authorities.

Cord's current programme in Burundi includes "The Peace Project", a peacebuilding programme led by Mensen met een Missie (MM), which aims to address the root causes of violence and divisions by transforming harmful beliefs, strengthening intergroup trust and collaboration, and promoting conducive conditions for lasting peace. As members of a network implementing "The Peace Project" in Burundi, Cord and its partners carry out interventions that mainly focus on social cohesion, dealing with the past, psychosocial support, mediation, citizen participation, and economic resilience.

To support the successful implementation of its ongoing initiatives in Burundi, including "The Peace Project", Cord is seeking a qualified Project Officer.

Job Purpose

The Project Officer will play a key role in coordinating project implementation. This role will be responsible for all aspects of the project implementation, including planning, facilitation, coordination with stakeholders, monitoring and reporting.

Areas of Responsibility

Project Implementation and Coordination

- Provide administrative and logistic support for project activity implementation.
- Coordinate with project partners to develop clear implementation plans.
- Plan and facilitate the implementation of project activities
- Support implementing partners in the implementation of activities.
- Develop and regularly review the project work plans in coordination with partners.
- Participate actively in project coordination structures (e.g. Operational Working Group).

Project budget management

- Support the design and costing of project activities during annual work planning.
- Prepare expenditure plans in compliance with relevant policies and requirements.
- Regularly track expenditures against the approved project budget and work plans
- Support the updating of financial forecasts based on project progress

Monitoring and Evaluation

- Maintaining records in accordance with the project monitoring and evaluation frameworks

- Support downstream partners in effective project monitoring and foster collaboration on joint monitoring and evaluation activities
- Ensure that learning feeds back into project improvement
- Participate in the MEAL working group.
- Collect Outcome Harvesting stories
- Support the assessment and evaluation of the project's impact

Reporting

- Prepare internal progress reports as needed
- Review partner narrative reports and finance reports for alignment with narrative reporting
- Compile Cord and partner narrative reports for donor reporting

General

- To contribute to programme development and learning efforts.
- To represent Cord in relevant external meetings and networks.
- To collaborate with UK colleagues in developing Cord's peacebuilding approach
- To support with any other task as required by the Country Representative

Person Specification

Experience

- At least three years' experience in project coordination and management, including reporting and project budget monitoring
- Experience in peacebuilding projects and programmes in international NGOs is desirable.
- Experience in youth engagement and community mobilisation is an asset.
- Experience conducting training and workshops.
- Experience in planning events, including logistical arrangements, budget planning, agenda setting, inviting participants and follow-up.
- Experience with M&E processes. Competence in Outcome Harvesting is desirable.
- Proven ability to maintain effective relationships with partners and administrative authorities.

Skills & Abilities

- Fluency in English and French, both written and spoken.
- Strong organisational and project management skills.
- Analytical and information synthesis abilities.
- Excellent report writing skills in both English and French.
- Computer literacy and familiarity with digital collaboration tools.
- Ability to work independently and flexibly.

- Strong interpersonal and teamwork skills.

Knowledge and education

- University degree in peacebuilding, social sciences, project management, psychology, international development or other relevant fields.
- Knowledge of youth peacebuilding approaches.
- Understanding of the basics of citizen participation, accountability and advocacy in peacebuilding projects.

Attitudes and values

- Demonstrates commitment to Cord's values and ethos.
- Works collaboratively and willingly supports partners.
- Shows flexibility, humility, and integrity in professional interactions.
- Willing to travel within provinces.
- Committed to reflection, learning, and professional growth.
- Upholds high standards of professionalism and ethics.