



Terms of Reference

Post Title	Senior National Programme Officer (SNPO)
Unit	Global Programme Migration and Development (GPMD), Swiss Agency for Development and Cooperation SDC Embassy of Switzerland to Sri Lanka and the Maldives
Location / Station	Embassy of Switzerland in Colombo

a. Summary of the Role

The Senior National Programme Officer (SNPO) is primarily responsible for the SDC's GPMD programme in Sri Lanka including the operational planning and project management. The SNPO supports the implementation and monitoring of SDC's multi-fold involvement in the migration and development sector. The SNPO develops collaboration with pertinent Government and non-government stakeholders, establishes relevant partnerships and provides technical assistance and guidance to partner organizations, including the private sector.

The SNPO reports directly to the Head of Migration and Development Unit on all matters relating to the programme implementation.

b. Principal Accountabilities and Responsibilities

Project management and provision of effective technical assistance and guidance to partner organizations

- Provide strategic inputs and actively lead/engage in programme designing and ensure that the sub projects are implemented in accordance with SDC instructions, regulations and contractual obligations, meeting SDC's high quality standards.
- Oversee implementation of the national level projects and ensure the achievement of results through successful management, in accordance with the strategies and work plans.
- Support programme management team to ensure quality implementation of district level projects, ensuring achievement of expected results, while ensuring synergies between components (policy & grassroots level).
- Support implementing partners to align the programme objectives to contribute to the priorities/ action plans of the Government of Sri Lanka, while ensuring that partners' initiatives are recognized by the Government, particularly in assessment of national and global indicators such as the Agenda 2030.
- Identify areas where the national programme components (policy & grass root level) align with priorities/initiatives of regional and global dialogues and linking partners to promote cross-learning and experience sharing ensuring that partners' experiences are brought to bear in policy dialogues.
- Monitor all project activities in relation to the respective project Yearly Plan of Operation, undertake field visits, conduct reviews and take corrective actions when necessary to ensure timely and cost-effective delivery of project outputs.
- Work with partners in identifying key lessons learnt from projects and documentation of case studies.
- Ensure the provision of effective technical assistance, guidance and project oversight to project implementation as well as provide support to implementing partner staff in designing, implementing, and reviewing projects.
- Provide high quality and timely reporting on the implementation of specific initiatives in areas of responsibility, including exercising a high level of judgment in Annual Reporting.

- Preparing and/or contributing to reporting cables, correspondence, programme documents and initiative briefings, speeches and media releases as required. Undertake assessment and analysis, and prepare factual and analytical reports of a high quality, consistent with the requirements.
- Provide quality inputs and actively engage in developing credit proposals as well as ensure timely submission of high quality documents.
- Analyse and review project proposals, concepts, requests of partners and other actors and provide appropriate response/feedback.
- Set up the necessary budgetary control procedures to monitor and control project expenditure, ensure efficient and effective utilization of funds, evaluate interim and final operational and financial reports and report to the Head of Migration and Development unit accordingly.

Innovative and proactive liaison, network, coordination and representation

- Provide innovative and proactive liaison and coordination services, dissemination as well as facilitation of knowledge building and knowledge sharing, particularly between national and district level projects, as well as between regional and national initiatives,
- Demonstrate the highest level of professionalism and responsiveness in areas relevant to the direct responsibility,
- Strengthen coordination with other donors and development partners on matters related to migration and on elements necessary for successful implementation of the programme
- Network and participate at relevant operational and coordination meetings & briefings and providing feedbacks on issues related to Migration and Development.
- Represent Embassy in relevant forums, ensure strong coordination, partnership and/or programmatic integration with UN agencies, international NGOs, Civil Society Organizations (CSOs) and the private sector, as well as share information in areas of documentation and seek for possible collaboration.
- Closely engage with Government officials and encourage their participation for the successful implementation of the projects.
- Achieve and maintain an effective and efficient level of communication with the staff, promoting team work and high quality results.

Team leadership and staff accompaniment

- Support a strong team, organized around operational outcomes and priorities
- Supervise and support the National Project Officer in achieving overall programme objectives and results
- Support the preparation and monitor the implementation of the GPMD programme and budget; ensure that generally accepted accounting principles are adhered
- Verify expenditure by reviewing monthly reports and documents produced by the project team
- Review and conduct internal audit of partner projects in conjunction with finance team and ensure accuracy of financial reports

Participation and contribution to general SDC programmes, interventions and operations

- Through situation and context analysis, contribute efficiently to embassy internal exercises; Participate and contribute to discussions during the review and annual planning exercises
- In close cooperation with partners, provide inputs for annual planning exercises.
- Sharing of learnings and insights obtained through projects / partner / programme work with other relevant staff.
- Provide any other additional support, as requested by the Head of Migration and Development Unit. Standby to support the operations and implementations in the absence of other National Programme Officer/s, if and when necessary (especially during planned vacations)
- Take over the lead in transversal themes, discuss with the management and ensure appropriate application as well as implementation.
- Keep abreast of development trends in the country.
- Perform other duties as required consistent with the achievement of programme objectives as they develop and change in a dynamic environment.