



REDESMA, Boletín 11-25 EXTRA VI: 8 de enero de 2010

**ESTE BOLETÍN SE  
PRODUCE POR  
ENCARGO DE  
PROFESIONALES EN  
TALENTO SRL**

[Suscribirse](#)

[Suscribir a un amigo](#)

[Borrarse de lista](#)

**BOLETINES CEBEM**

[Boletines Quincenales](#)

**BUSCADOR**

[Buscar a través de  
nuestro portal CEBEM](#)

**PROGRAMAS DE  
EDUCACIÓN EN LINEA  
CEBEM**

[Educación Virtual](#)

[Desarrollo Forestal  
Comunitario](#)

[Gestión Ambiental](#)

[Desarrollo Local](#)

[Relaciones  
Interculturales](#)

[Cursos CIC - UBC](#)

**PROYECTOS CEBEM**

[Relaciones  
Interculturales](#)

[Cooperación,  
Conocimiento y  
Desarrollo](#)

[Sistemas de Análisis  
Social \(SAS<sup>2</sup>\)](#)

[Conocimiento para  
Aprendizaje y Prácticas  
de Desarrollo Efectivos  
\(KEDLAP\)](#)

REDESMA expresa su agradecimiento con las Instituciones que a través de este boletín Extra, apoyan el trabajo que realizamos por más de diez años a nivel regional



Profesionales en Talento SRL. Is helping its client, **ICCO Regional Office, South America To look for 8 PROGRAMME OFFICERS specialized in "FAIR ECONOMIC DEVELOPMENT" "DEMOCRATIZATION AND CONFLICT TRANSFORMATION" "ACCES TO BASIC SERVICES", And 2 FINANCIAL OFFICERS**

Starting date: April 1st 2010 Duty Station: La Paz, Bolivia

#### **ICCO & Kerk in Actie**

*The Interchurch Organisation for Development Co-operation (ICCO) & the Protestant Church in the Netherlands through Kerk in Actie are responsible for international development co-operation and ecumenical relations worldwide. ICCO & Kerk in Actie combine their knowledge, means and policies to enable them to do their work in developing countries better and more efficiently. The ICCO Office manages programmes of both ICCO and Kerk in Actie in the fields of fair economic development, democratization and conflict transformation and access to basic services. More information can be found on our website: [www.icco.nl](http://www.icco.nl)*

#### **PROGRAMME OFFICER**

**The Programme Officers** (PO) are responsible for the relation between ICCO and partners, programme coalitions and other alliances in the region. He/she works in a multidisciplinary team in direct cooperation with the Finance Officer (FO) and reports to the Regional Manager in the Regional Office. The Programme Officer needs to have an educational background and relevant working experience with one or more of the specific thematic fields described in more detail below.

#### **Main tasks:**

- Identify and facilitate and/of support programmes and programme coalitions by applying the 4 ICCO strategic roles in the programmatic approach: strategic financing, advocacy and lobby, capacity building and brokerage.
- Actively promote co-responsibility by strengthening local ownership and capacity by supporting development processes with respect for own decisions and governance mechanisms.
- Strengthening partner organizations.
- Contribute to strategic policy development and to the development of the thematic plans in the region.
- Provide input to the financial planning, budgeting, performance,

## VertebrALCUE

### REDES DE CEBEM

#### RAC - Red de aprendizaje para la conservación

#### Relaciones Interculturales

#### REDESMA - Red de Desarrollo Sostenible y Medio Ambiente

#### Observatorio Social sobre Gobernanza Efectiva y Desarrollo Económico Local

#### RIPPET - Red Iberoamericana de Postgrados sobre Políticas y Estudios Territoriales

### Acerca del Boletín

REDESMA ES UNA INICIATIVA DE CEBEM  
La emisión de un boletín EXTRA es un servicio que REDESMA ofrece a todo el público que está interesado en difundir algo específico y en extenso a nuestros usuarios  
MAYOR INFORMACIÓN:  
[redesma@cebem.org](mailto:redesma@cebem.org)  
[www.redesma.org](http://www.redesma.org)

**Elaborado por CEBEM:**  
Selva Escalera

**Coordinación:**  
Lic. José Blanes

Calle Pinilla No 291  
esq. Av. 6 de Agosto  
Telf.: 591-2-2432911  
Fax: 591-2-2432910  
Casilla Postal # 9205  
Email: [cebem@cebem.org](mailto:cebem@cebem.org)  
La Paz - BOLIVIA

monitoring, capacity development and risk management of projects and programmes.

- Assess programme- and project proposals and prepare funding decisions.
- Review reports of partner organisations and follow up of recommendations.
- Control, evaluate and monitor ongoing contracts between ICCO and local partners.
- Contribute to learning and linking and coordinate research and knowledge
- Contribute to fundraising opportunities

#### Thematic profile:

- Relevant educational background in one or more of the thematic areas
- Minimum of five years relevant international / regional experience, handling a portfolio of development programmes.
- Good knowledge of the economic, social and political situation and relevant issues in the region as well as good knowledge of development issues, social changes, trends in political, social and economic processes and North-South cooperation.
- Experience with multi-stakeholder processes and institutional donors.
- Advanced knowledge of and experience with programme and project analysis, assessment and formulation, including accountability requirements.
- Knowledge and experience of PME systems of projects and programmes.
- Excellent language skills in English and Spanish, and depending on portfolio, also, Portuguese.
- Negotiation-, networking-, facilitation- and communication skills.
- Ability and willingness to work with people of different backgrounds and to contribute constructively to a working environment based on mutual respect and trust.
- Affinity with the ecumenical character of the organisation
- Prepared to travel frequently (up to 50%) in the region.

#### FINANCE OFFICER

The Finance Officers (FO) are responsible for the financial aspects in the relations/contracts between ICCO and partner organizations and are responsible for the the proper assignment and utilization of funds made available by ICCO/Kerk in Actie to institutions projects and programme coalitions.

#### Main tasks:

- Financial analysis and assessment of programme and project proposals including budgets, annual accounts and cash flow forecasts
- Financial monitoring and evaluation of the (financial management and financial policies of) partner organisations, programmes and projects by analysis of annual accounts, financial reports, policies and audits.
- Preparations of payments in the contracts between ICCO/ Kerk in Actie and partner organisations
- Advice on preparation and review of plans, budgets, performance reports, project proposals, financial projections and return on investment analysis of the partner organisations.
- Assess and advise on the financial capacity of partner organisations, accountability systems and/or business plans

- Facilitate capacity building and expert knowledge in financial management, policy and control of partner organisations
- Contribute to the strengthening of the control environments of the Regional Office

**Requirements:**

- Minimum of 3 years of relevant experience in financial management with a demonstrated track record on financial monitoring of development organizations, producers organizations and business initiatives in an international Latin American context.
- University degree in Finance or similar relevant professional qualifications
- Experience in the use of computerized systems, including financial software applications like Microsoft Dynamics or similar systems
- Experience with institutional, public or private donors
- Interested in the economic, social and political situation and relevant development issues, changes, trends in social and economic processes and North-South cooperation.
- Integrity, attention to detail, discretion and strong interpersonal skills
- Excellent language skills in English and either Spanish, Portuguese or both
- Ability and willingness to work with people of different backgrounds and to contribute constructively to a working environment based on mutual respect and trust
- Affinity with the ecumenical character of the organization

***Please send your application letter, CV (in Spanish and English) of maximum of 4 pages before the 19th of January 2010 by e-mail to [ofertas.laborales@talento.com.bo](mailto:ofertas.laborales@talento.com.bo).***

***Only pre-selected candidates will be contacted. Please include 3 references and Salary Expectations***

***Please indicate in your application letter, when you apply for a post of PO, which thematic fields (max two) you have your professional background and experience in, describing your interest, motivation and capacities in the thematic area as well.***

***The interviews will be held in the second half of February.***

La información que compartimos es elaborada y distribuida gratuitamente por REDESMA con noticias que ustedes nos envían, o que nosotros recopilamos. Todos los miembros de nuestra lista han aceptado recibirla o solicitado su inclusión en la misma. Si no desean recibir el boletín por favor escriba a [selva@cebem.org](mailto:selva@cebem.org)