**Job Title:** Projects Officer  
**Reports to:** Head of Department

### General job description:
Working within the Projects department of Barnabas Fund dealing directly with project partners worldwide to process detailed project proposals for funding at Committee level and monitor the use of grants given.

### 1. Principal responsibilities:
- Communicating with project partners to process project applications for persecuted Christians worldwide
- Responding to initial requests for support from project partners and Regional Coordinators
- Obtaining detailed information and analysis on potential projects
- Inputting and managing project data onto the AIMS database
- Preparing applications for in-house Projects meetings and the Projects and Disbursements Committee
- Setting up payments of grants to project partners using the AIMS system
- Ensuring receipts and reports from projects are actioned, and monitoring of grant usage as required
- Maintaining a catalogue of photographs and resources relating to projects
- Responding to requests for information and analysis when required
- Other duties as required

### 2. Technical Competencies:
- Proven work experience as a Project Officer or similar role.
- Experience in project management/administration, from conception to delivery
- An ability to prepare and interpret proposals, schedules and step-by-step action plans
- Solid organizational skills, including multitasking and time-management.
- Strong teamwork skills.
- Familiarity with risk management and quality assurance control.
- Strong knowledge of AIMS.
- Hands-on experience with project management tools.
3. Educational Requirements and Work Experience:

The successful candidate must be able to demonstrate strong computer skills as well as exhibit good administrative abilities. Experience with AIMS is preferred, but candidates who are able to easily grasp software systems to facilitate project management should not be discouraged from applying. Salary will be dependent on work experience and appropriate educational qualifications.