
Scope of Work

Country Program Officers

Positions:	Country Program Officer
Reports to:	Program Manager
Location:	Kenya, South Africa, Nigeria, Brazil, and Mexico (Hiring 1 position for each country)
Date:	ASAP

Overview

The adoption of blockchain technology is paving the way for innovative solutions to fundamental societal challenges. Blockchain initiatives can strengthen digital identities, improve value chains, reduce fraudulent elections, combat corruption, and preserve land and medical records, among other use cases.

Impact Plus seeks to achieve social impact through the implementation of blockchain solutions in Kenya, South Africa, Nigeria, Brazil, Argentina and Mexico. We believe local players with deep societal understanding are well positioned to use this technology to build positive, viable, effective, and sustainable solutions. We partner with international blockchain organisations to gain valuable support and expertise for maximizing on-the-ground success.

The role of **Country Program Officer** is an Impact Plus' representative, serving as a bridge between the organization and its in-country community. They assist the Program Manager in planning, implementing, and documenting a diversity of blockchain related initiatives according to company best practices. Capacity building activities will include coordinating meeting ups, trainings, workshops and seminars with the project management team, developer community, university clubs, and community centers in disenfranchised neighborhoods. The Country Program Manager is also expected to support fundraising initiatives.

As a key country team member, the **Country Program Officer** enhances the organization's relationships and collaborations with the in-country ecosystem (existing and potential partners and beneficiaries). They identify and propose coordination strategies to those involved in technology development and community building initiatives.

Key Functions

- Act as the organization's in-country representative.
- Manage and lead day-to-day in-country program activities to ensure prompt and adequate delivery; interact with key players to meet deadlines and requirements of activities.
- Ensure the achievement of established country KPIs.
- Participate in organization meetings to understand the scope of the organisation's activities and communication strategy.
- Prepare relevant documentation for activities; budget (proposal and receipts), announcement context and graphics, post-event press notes and extensive summaries.
- Write and update monitoring and reporting reports directly following relevant activities.
- Build relations with national partners to support implementation and expansion of the country program; respond to any potential problems.
- Detect promising social impact initiatives
- Build relations with the developer community, tech universities, and digital creators; actively seeks to increase the number of Impact Plus community members.
- Identifies, engages and cultivates relationships with key external influencers (customers, partners, analysts, media, campaigns) to increase brand awareness.
- Coordinates with organization staff to provide engaging text, image and video content for social media accounts to highlight past and ongoing projects. Ensure project-related posts align with partner branding and marking.
- Actively engages in fundraising activities.

Required Skills & Experience

- A bachelor's degree (Master's degree preferred) in computer science, engineering or related field.
- Thorough knowledge of and proven experience in development projects.
- A strong understanding of blockchain technology.

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- At least three (3) years' progressively responsible professional experience in community engagement, and related activity.
 - Excellent written and verbal communication skills in English as well as local languages.
 - Programming skills are not required but are a plus.

Key Competencies

- The ability to lead by example and step up to demanding situations.
- Continuously seeks to learn, shares knowledge and innovates.
- Demonstrates sound problem solving and decision making ability.
- Manages own time, information and resources effectively.
- Communicates effectively: creates understanding between self, the team and others to build and maintain effective working relationships.

Time Allocation and Parameters

- The Country Program Officer position will report to the Program Manager.
- A three-month trial period applies to the position, followed by a performance review and discussion of next steps.
- This is a full time position.

Remarks

- All selected candidates -as does all of the team- will pass basic trainings (workplace harassment, sexual harassment, etc.)
- The selected candidate will enter a consultancy agreement with Impact Plus.

How to apply?

- Applications will be reviewed on a first-come basis.
- Apply at impact-plus.io/careers

At Impact Plus, we are committed to creating a diverse and inclusive environment of mutual respect. Impact Plus recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need.

Impact Plus has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the company, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to Impact Plus' policies and procedures through a signed agreement.