

Vita Impact: Programme Support Officer **(<https://www.activelink.ie/node/113978>)**



Programme Support Officer

Vita Impact is an innovative and award-winning Irish development agency with a mission to enable thriving rural economies in Africa. More details on www.VitalImpact.org (<http://www.VitalImpact.org>). Vita Impact is seeking a Programme Support Officer to contribute to our innovative, community-led development programmes in Ethiopia and Eritrea. Reporting to the Chief Operating Officer, this role involves provision of program support to grant management processes, procurement coordination, and programme administration.

Additionally, the role includes fundraising support, identifying new funding opportunities, and ensuring donor compliance.

Ideal candidates will have a relevant third level qualification, and at least two years' similar work experience in a project, operations, or administrative role in a busy office or preferably charity/NGO environment..

Apply by 5pm, Friday, 7th March 2025. Hybrid working available.

Please see Job Description attached below.

Region

Dublin / Hybrid

Date Entered/Updated

20th Feb, 2025

Expiry Date

7th Mar, 2025

Attachment	Size
Programme Support Officer JD.docx	32.72 KB

Source URL: <https://www.activelink.ie/vacancies/aid-development/113978-vita-impact-programme-support-officer>