

***Do you want to join a dynamic programmes team supporting projects that deliver disability inclusion and blindness prevention?***

***Join us at **CBM Ireland!*****

## **Programme Officer**



### **Based**

We welcome applications from those with the right to work in Ireland. The role offers the option of hybrid working.



### **Contract**

Permanent Contract



### **Salary range**

€38,000 to €45,000 *per annum, depending on experience*



### **Work hours**

Monday-Friday, 37.5 hours per week



### **Benefits**

**Flexible and hybrid working** arrangements and flexi-time;

- **25 days** per annum annual leave, increasing by 1 day every two years to a **maximum of 28**
- Option of joining **PRSA** contributory pension after 1 year

#### **CBM Ireland**

176 Ivy Exchange, Granby Place, Dublin 1, Ireland, D01 A8X6 Phone: 01 8730300  
Freephone: 1800 225 225, Email: [info@cbm.ie](mailto:info@cbm.ie) [www.cbm.ie](http://www.cbm.ie)

## Job Overview

CBM Ireland is seeking an experienced Programme Officer to support the oversight of its inclusive health portfolio in Madagascar. This is a unique opportunity to contribute to improving maternal and child health and support innovative newborn eye screening.

### About the Role

Based in Ireland, you will be a member of a three-person Programme team, managed by the Programme Manager, and work alongside the Institutional Funding Projects Manager. You will play a critical role in ensuring CBM Ireland's inclusive health portfolio in Madagascar meets all donor compliance and reporting requirements. The portfolio is funded by a range of donors including the EU, Electric Aid and The Ireland Funds.

## Responsibilities and Duties

### What will you do:

- Facilitate project kick-off, review (including mid-term) and close-out meetings, documenting key decisions, risks and action points, and tracking follow-up actions, owners and timelines.
- Coordinate grant amendments (e.g., no-cost extensions, budget revisions, reprogramming requests and contract addenda), including internal clearances, donor correspondence drafts, and ensuring timely submission, with accurate filing and system updates i.e. Global Online.
- Conduct field monitoring visits to verify programme implementation against plans, strengthen oversight and accountability, validate reported results and documentation, and identify risks or compliance issues requiring follow-up.
- Review partner reports and submissions to ensure accuracy, consistency and completeness, including verification of indicator data against supporting evidence.
- Coordinate the drafting, compilation and timely submission of high-quality donor reports (narrative and financial), ensuring alignment with approved proposals, budgets and grant frameworks, and effective input from relevant teams.
- Monitor grant compliance requirements (e.g., visibility/branding, safeguarding, due diligence, data protection), proactively identify and track risks, and support the implementation of mitigation actions.
- Support preparedness for donor spot-checks, monitoring visits and audits, including coordinating documentation, briefing relevant teams and accompanying field visits as required.
- Support new business development by identifying and tracking funding opportunities, supporting engagement with prospective donors, and

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coordinating with country teams to develop high-quality, compliant proposals aligned with organisational strategy and programme priorities.

- Contribute to internal learning and continuous improvement by capturing lessons learned and good practice from audits, report reviews and close-outs, and supporting updates to tools and systems (templates, checklists, trackers and filing conventions).
- Participate in relevant coordination forums, working groups, and policy discussions to inform organisational learning and programme development.
- Develop programme-related communications content and products for donor visibility and CBM external communications.
- Undertake any other duties as may reasonably be required, contributing flexibly to programme delivery and organisational priorities as they evolve.

The description of responsibilities is not exhaustive, and additional tasks may be required as defined by the organisational requirements as they evolve.

## **Person Specification**

**CBM Ireland welcomes applicants from diverse backgrounds and people with lived experience of disability.**

Essential Requirements:

- At least three years' demonstrable experience with an INGO.
- Experience working on EU funded projects and other institutional donors;
- Fluent in English and French at a standard to allow drafting of technical documents.
- Strong understanding of compliance, reporting, and financial oversight
- Experience of working on disability inclusion in projects, partnership and networks.
- Social media, creative content development skills are welcome;
- Willingness and aptitude to travel to programme locations internationally.

### **Skills/competencies/personal qualities**

- Detail oriented and focussed;
- Highly organised with strong attention to detail
- Excellent communication and coordination skills
- Financial and analytical skills
- Ability to work effectively across teams
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- A good team player and positive contributor to wider office culture;

### **Qualifications**

- Bachelor's Degree in Global Health, Development Studies, Business Administration, or a related field or experience of working on international development.

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## How to apply

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**Closing date:** 17<sup>th</sup> May 2026

As we are keen to fill the role as soon as possible suitably qualified candidates may be contacted prior to the closing date for interview.

Please submit your CV with cover letter detailing why you would be suitable, and why you would like to work for CBM Ireland, by email to: [recruitment@cbm.ie](mailto:recruitment@cbm.ie)

We also welcome informal enquiries, which should also be sent to the above email address and we would be willing to meet suitably qualified candidates to discuss the role in more depth.

**More information about CBM Ireland** can be found by visiting the CBM Ireland website [www.cbm.ie](http://www.cbm.ie) Further information about CBM Global can be found at: [www.cbm-global.org](http://www.cbm-global.org)

## Useful Information

CBM Ireland is a Christian organisation, being a member of a particular faith is not a requirement of this role - we encourage applications from all faiths and none. Respect for others' faiths, however, including how they practice and giving them the space to do so, is essential. CBM Ireland is an equal opportunities employer. All applicants should have the legal right to live and work in Ireland before applying for this position.

At CBM Ireland, safeguarding is our top priority. We are fully committed to creating a safe and respectful environment for everyone, especially the most vulnerable. Inclusiveness is at the heart of everything we do, ensuring that people with disabilities are not only included but empowered to thrive. Our mission is to build a world where everyone is valued, protected, and has equal opportunities.

If you want to find out more about our accountability, please click on the following **link:** [Compliance – CBM Ireland](#)

**Ready to dive into the incredible work happening at CBM Ireland?**

**Find out more by clicking the following link:** [CBM Ireland](#)

**Our Vision:** an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

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**Our Mission:** fighting to end the cycle of poverty and disability.

**Our Values:**

- We champion **inclusion**
- We strive for **justice**
- We pursue **excellence**
- We embrace **partnership**
- We live with **integrity**



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