

KEY POSITION INFORMATION	
<b>Job Title</b>	Program Manager
<b>Reports To</b>	Director Of Integrated Programming – Technical Unit with a dotted line to – Director Of Emergency Response
<b>Department/Group</b>	Programs
<b>Location</b>	Bangui, Central African Republic (CAR)

**1. SUMMARY OF THE JOB PURPOSE:**

ForAfrika is seeking to recruit a qualified, experienced, self-starter, and innovative project management professional to serve as Program Manager for its expanding program operation in Central African Republic (CAR).

Reporting to the Director of Integrated Programming, with a dotted line to the Director of Emergency Response, the Program Manager will provide technical and operational management and coordination of ForAfrika’s in-country implementing team and collaborating partners for successful program delivery, ensuring that the program is executed according to approved work plans and budgets, in line with organization and donor policies and aligning with CAR government plans and priorities.

He/she is responsible for maintaining regular contact and supervision with the field staff and local government authorities, ensuring quality monitoring of ForAfrika’s CAR program implementation and progress.

The incumbent will be expected to fulfill the following essential tasks:

- a. Successfully delivering the program results and coordinating program activities, resources, and staff.
- b. Primarily contribute to the design and oversee the operational and strategic implementation of the CAR country program in line with ForAfrika programming approaches and host country government plans and priorities.
- c. Represent ForAfrika at in-country coordination meetings and serve as the focal point for program coordination between ForAfrika, Local communities, Government Stakeholders, Humanitarian and Development Partners, In-country donors, and UN agencies.
- d. Constantly scan the country’s humanitarian needs and operational contexts and update the program implementation strategy as needed in consultation with the ForAfrika Global Support Office (GSO) in Johannesburg.
- e. Timely and quality program reporting and administrative support to program activities.
- f. Support the decision-making process based on budget, time, and quality in the best interest of ForAfrika and program participants.

## **2. MAIN DUTIES AND RESPONSIBILITIES:**

### **a. Program Quality, Strategy, Delivery, and Reporting**

- Planning and designing the program, proactively monitoring its progress across programming pillars (Food Security and Livelihoods, Health, and Nutrition), resolving issues, and initiating appropriate corrective actions
- Provide managerial oversight to the ForAfrika CAR team for the implementation of program activities with quality, per SPHERE standards and other humanitarian standards
- On a day-to-day basis, manage financial and operational support of the implementing team in CAR to optimize resources through budgets and financial tracking
- In consultation with the Technical Unit at GSO, prepare and execute program work plans with clear targets and deliverables based on project indicators.
- Manage timely and quality reporting processes per ForAfrika requirements
- Develop quarterly budget spending plans for program implementation, conduct budget reviews, and take necessary actions, ensuring budgets are used efficiently and that spending aligns with ForAfrika’s financial procedures and donor requirements.
- Ensure data collection, compilation, timely preparation, and submission of all internal program reports, including SITREPs, ad-hoc, and other associated monthly, quarterly, donor, and 5Ws reports.
- Participate in conducting new assessments as needed and support the development of Response Plans and Funding Proposals.
- Undertake regular field visits to monitor program implementation and provide on-the-spot technical support to field teams accordingly.
- Update the program information system constantly for accurate data gathering on program participants and deliverables (Quantify, who, what, where, and when).
- Supervise and provide technical oversight in interpreting data for improved programming and implementation: Ensure regular program data analysis and review, take follow-up action on project implementation, and prepare relevant action reports.
- Compile and document lessons, best practices, real-life and success stories, and photos from program implementation and share with ForAfrika’s Communities of Practice as relevant.
- Ensure program goals are met, including customer satisfaction, safety, quality, and team member performance.
- Develop a transition/ activity phase-out plan, building community ownership, weening farmers from dependency on ForAfrika, and enabling local farmers to be stable and self-reliant.
- Identifying and analyzing program risks and initiating necessary mitigation measures.
- Staying up-to-date on contextual dynamics, market trends, and new livelihood resources in-country to inform new program design.
- Provide cost-effective, quality, and timely support to ForAfrika program participants/ local associations to stabilize food security.
- Overseeing program functions such as Market research on agriculture commodities and procuring equipment and supplies required for program activities in line with ForAfrika policies.
- Ensure budget and financial management of the country program operations in line with ForAfrika policies

- Support with registration with relevant government departments and ensure compliance with all applicable local laws and regulations.
- Adherence to all ForAfrika’s regulations and safeguarding policies
- Perform any other relevant task as directed by the line manager.

**b. In-Country Representation, Partnerships Coordination, and Support Resource Mobilization for Program Expansion**

- Ensure constant liaison with CAR government line ministries’ departments at national and prefecture levels and downstream implementation levels to maintain partnerships and stakeholders’ engagement in line with the ForAfrika program strategy for resilience building and sustainability
- Actively scanning in-country partnerships and new funding opportunities and timely updating the line manager for prepositioning.
- Represent the ForAfrika to local government representatives in CAR, humanitarian and development partners, and UN partner agencies (UNICEF, WHO, WFP, FAO, etc.), and other in-country donors as required, and update the line manager promptly.
- Actively develop and maintain effective working relationships with other key stakeholders and community representatives, local partner associations (Farmers and CSOs, CBOs), and program participants: Meet with stakeholders to make communication easy and transparent regarding project issues and service decisions.
- Ensure good, clear communication with program participants and local communities the program interacts with.
- Participate at external coordination meetings (CCO RCA - Comité de Coordination des ONGI en Centrafrique, FSL Cluster, Nutrition Cluster, Logistics Cluster, relevant TWGs and Task forces, etc.) as required, and timely updating the line manager.
- Cultivate close working relationships with CAR National and Local Government, Community Leaders, Partners, and In-Country funding representatives.
- Optimize synergies and resource leverages with government and other humanitarian agencies in the program locations for efficient resource utilization and to prevent overlapping activities.
- Facilitate field monitoring visits for internal and external stakeholders when required.

**c. Risk Management, Safety and Security**

- Coordinate timely with country management to minimize risks.
- Stay informed of security risks and report increased risks to Security as soon as possible.

**d. Team Management and Staff Performance**

- Develop and implement capacity-building approaches to build the strengths of their team.
- Coach, train, supervise, and mentor direct-report staff, including communicating clear expectations, setting annual performance objectives, providing regular and timely positive and constructive performance feedback, and providing documented performance reviews.

- Provide technical support to project staff and provide them with necessary mentoring and training to build their capacity and enable them to perform their tasks, including project management skills.
- Maintain open and professional relations with team members, promoting a strong team spirit and providing oversight and guidance to enable staff to perform in their positions successfully.
- Approve and manage all staff time, attendance, and leave requests to ensure adequate coverage
- As required, identify staff performance issues and work with Human Resources to document and address these following the National Staff Employment Policies.

### **3. EXPECTED KEY RESULTS:**

- a. Program growth and expansion to alleviate nutrition consequences of poverty and chronic food shortages in CAR. Continuous learning is critical to enable frequent program design and performance evaluation adjustments.
- b. Secondary – Building and maintaining in-country stakeholders’ and donors’ confidence.
- c. Negligence and failure to meet this TOR can devastate community program participants dependent on ForAfrika’s support. It can negatively affect donor relationships and the safety of ForAfrika teams. Any such negligence may result in swift remedial action, including dismissal.

### **REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

#### Education:

- Bachelor’s Degree in a relevant field, with a post-graduate qualification (Preferably Master’s degree).
- Previous Training in Project Management, Food Security and Nutrition, Management of Humanitarian Projects is an added advantage

#### Work Experience, Required Technical Skills & Leadership Competencies:

- Minimum three (03) years of professional experience, of which two (02) in coordination and implementation of humanitarian programs, working jointly with national, state, and local community actors to build resilience
- Technical skill in community participatory processes and methodologies, preferably in a conflict or post-conflict environment.
- Skilled in concept notes and proposal development
- Background in situation analysis and needs assessments is an asset.
- Demonstrated sound judgment and decision-making skills
- Experience in general management, including financial and budget management, HR, and logistics management
- Experience managing geographically dispersed teams and working in tandem with local stakeholders
- Skills and experience in remote management and willingness to travel to program field locations in CAR
- Flexible, diplomatic, and have the ability and willingness to work under pressure of workloads and meet deadlines
- Experience in report writing and budgeting (organization and donor reporting)
- Must be familiar with the humanitarian context in CAR.
- The position is open to suitable individuals with legal authorization to work in CAR. ForAfrika will not sponsor the candidate’s work permits.

- This is a local hire position and does not qualify for expatriate benefits.

**Languages:**

- French Fluency Plus Knowledge of national languages.
- English Fluency is an added advantage.

**Computer/Other IT Requirements:**

- Full professional competency in Microsoft Office Suite, especially Word, Excel, Outlook, and PowerPoint.
- Familiarity with electronic data collection tools.

**How to apply:**

- Please submit a cover letter and CV (max 4 pages) to [recruitment.sa@forafrika.org](mailto:recruitment.sa@forafrika.org) by no later than 16th February 2024. Applicants will be reviewed on a rolling basis and only successful candidates will be contacted.
- Please title your application subject line as Program Manager, late applications and candidates who do not comply with the above requirements will automatically be disqualified.
- Location preference: Bangui CAR open to country nationals.

**Disclaimer:**

- Correspondence will be limited to short-listed candidates only. If you do not hear from us within one month of the closing date, please consider your application as unsuccessful.