



## JOB DESCRIPTION

<b>Job Title</b>	<b>Programs Manager</b>
<b>Department</b>	<b>Programs</b>
<b>Reports To (Function)</b>	<b>Country Director/Manager</b>
<b>Location</b>	<b>Johannesburg, South Afrika</b>
<b>Number of Direct Reports (Subordinates)</b>	<b>5</b>

### **Purpose of position**

The Programs Manager is responsible for the realization of project and programmatic goals within the organisational setting determined by internal and external preconditions in a specific ForAfrika SA Country Office.

### **Leadership and management**

- Responsible for the management and supervision of the Program unit and team
- Responsible for the Project Cycle Management
- Responsible for donor relationship and resource acquisition
- Lead strategic partnerships and engagement with the UN and other NGOs
- Responsible for program development and design of high-quality concept notes and proposals with clear logical frameworks and theory of change
- Responsible for D-MEAL and quality assurance including compliance with SPHERE standards and cross-cutting issues pursued by ForAfrika
- Responsible for program information management and high-quality narrative and financial reporting
- Responsible to ensure representation of ForAfrika in sector coordination and other strategic meetings
- Member of the Senior Management Team

### **Programme Management**

- Contribute to the development and improvement of ForAfrika South Africa Programming Framework
- Develop annual program plans for Project Areas and Country Office based on ForAfrika strategy, annual needs and context analysis
- Develop annual operations plans and budgets for each sector, Project Area and Country Office
- Lead rapid needs assessments / analysis and formulation of high-quality concept notes, proposals and budgets
- Develop and manage implementation, monitoring and reporting plans including corresponding budgets as approved by the donors.
- Ensure that costs are kept within budgets, providing a monthly financial summary to the SMT and quarterly analysis of trends.
- Conduct periodic review of progress towards objectives and outcomes
- Support Country management in providing accurate information and analysis for the development and implementation of current and future ForAfrika SA programming.
- To ensure that all work is carried out in a way that is sensitive to community needs, in particular, to promote gender issues, protection, accountability to affected populations and participation of women in all aspects of the work.
- Ensure staff, contractors, volunteers and other service providers (who come into contact with beneficiaries) understand and adhere to ForAfrika SA Code of conduct and all policies governing appropriate behavior and conduct (Child protection, Protection from Sexual Exploitation & Abuse)
- Mentor and/or build capacity of existing country program staff in assessment, analysis, proposal development and reporting.



## JOB DESCRIPTION

### Research and communicating ForAfrika SA's work & strategy:

- Maintain an excellent context awareness, networking with new stakeholders
- Manage Country Office's contribution to ForAfrika International's work
- Represent and develop good relationships with official authorities and other agencies, be proactive in ensuring that ForAfrika develops and maintains a positive profile.
- Identify and conduct impact assessment initiatives and ensure effective communications about program impact with stakeholders within and outside ForAfrika SA.
- Remain informed of relevant ongoing program issues and contribute to wider program learning.
- Constantly review relevant data/information from UN, Government, Donors, Research Institutions
- Represent ForAfrika in partnership/consortium for assessment, analysis and for joint program development.

### Skills/competencies

- Computer literacy is a must
- Extensive hands-on experience in Health & Nutrition, Education, Emergency Food security, WASH and NFI
- Proven experience with UN and government donor funds (CHF, UNICEF, WFP, FAO, USAID, OFDA, ECHO, DFID)
- Proven knowledge of the Humanitarian Planning Cycle and coordination mechanisms
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures
- Capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances
- Fluency in English, both verbal and written. Working knowledge of Portuguese and French is an added advantage

### Qualifications required

- Bachelor's Degree in a relevant field, Master's Degree preferred.
- Minimum 5 years of experience in humanitarian program management, preparedness and response in several fragile or complex contexts

### Experience required

- Minimum 5 years progressive experience in Integrated Program management in sectors such as Public health, WASH, Education, Food security, Nutrition etc in the UN and or INGO.

### HOW TO APPLY:

- Please submit a cover letter and CV (max 3 pages) to [recruitment.sa@forafrika.org](mailto:recruitment.sa@forafrika.org)
- Only successful candidates will be contacted.
- Late Applications and candidates who do not comply with the above requirements will automatically be disqualified.
- 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
- Closing Date for applications is the **20 January 2023**