

## Program Manager (Harare)

Location: [Africa] [Zimbabwe]

Town/City: Bulawayo

Category: Education & Life Skills

Job Type: Fixed term, Full-time

### **BACKGROUND INFORMATION**

World Vision is a global Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. We are a community of close to 40,000 staff working across the world to help change the lives of vulnerable children. Our supporters, partners and staff join forces with communities on the ground to help children enjoy good health, be educated for life, experience the love of God and their neighbours and be cared for, protected and participating in addressing issues that affect their lives. World Vision has been active in Zimbabwe since 1973. Our operations are spread across 9 out of 10 provinces, with a majority of over 1.75 million beneficiaries in rural areas. Our current programs focus on improving the well-being of boys and girls in three priority sectors: health and nutrition, livelihoods and education. We also focus on child protection, gender and disabilities, emergency assistance and resilience building as cross cutting priorities across our programs.

World Vision Zimbabwe is committed to the safeguarding of staff, children and communities that we work with, preventing any type of unwanted behavior at work, including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct. We are committed to promote the welfare of children, youth, adults and individuals with whom World Vision engages with. World Vision expects all staff to share this commitment through our conduct and behavior. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work with us. If you share the same vision and values, JOIN US and contribute to life in all its fullness for the children and communities we serve.

*Please be advised that the positions is contingent upon contract award and client approval.*

**Title: Program Manager**

**Location: Harare**

## **Background**

World Vision seeks qualified Program Manager for an anticipated Education in Emergencies and DRR action in Zimbabwe, to be funded by ECHO. World Vision and its partners (consortium) will support the strengthening of disaster preparedness, early response and access to inclusive education in protective environments in five disaster-prone districts of Zimbabwe. The Program Manager will be responsible for ensuring that the action is implemented in accordance with the ECHO General Conditions and Specific Grant Agreement, and internationally recognized quality of assistance standards. The Program Manager will represent the action to all key stakeholders, government officials, and donors at coordination fora, meetings and other related external engagements and nurture relationships to ensure the success of the action. S/he is overall responsible for and coordinating partners and stakeholders, and ensuring the action is implemented according to scope, budget and timeline. The Program Manager will work closely with consortium members and internal stakeholders to provide action updates, discuss strategies, challenges, performance plans, and indicator success.

## **Key Responsibilities**

### **Leadership and program deliverables**

- Provide overall leadership, management, and general technical direction for the entire project, ensuring an integrated vision among diverse components and actors, and focusing on achieving the desired results.
- Ensure that the program is implemented according to its design, quality standards, and

schedule.

- Provide leadership in mitigating, monitoring and escalating issues to assure resolution of all operational, context/exogenous and performance risks.
- Supervise program monitoring, evaluation, and reporting and ensure quality control and timeliness of all deliverables as required by the grant and donors.
- Ensure effective program implementation through ongoing donor engagement on programmatic performance and revisions in a timely manner.
- To cultivate a culture of collaboration and innovation to assure program delivery strategies achieve ambitious program targets and outcome level results.
- Overseeing the preparation of program reports, annual program budgets and quarterly financial forecasts, and monitor expenditures.
- Ensure strict donor compliance, implementation and management of the program.
- Ensure issues that arise are addressed in a prompt manner.

### **Consortium management**

- Manage consortium partners to ensure that their performance meets or exceeds technical and financial contractual requirements.
- Ensure regular meetings of consortium program and technical leads meet as well as the consortium steering committee meets quarterly or as needed.
- Ensure that the Consortium members are familiar with donor policies, procedures, guidelines, and reporting formats as they pertain to the program.

- Convene and lead program steering committee comprised of the leadership of World Vision to govern the program, provide strategic guidance and budgetary and programmatic oversight.
- Provide strategic leadership and supervision of sub-grantees and contractors.
- Manage sub-grantees performance and program deliverable in their areas of operation.

### **Financial Management**

- Ensure efficient management of financial resources, including the review and approval of program budgets and monitoring expenditures.
- Manage program budget within approved spending levels and ensure accurate and timely financial reports to donors.
- Develop and apply risk mitigation strategies to monitor and adapt to contextual and other operational, financial and technical risks.
- Ensure the timely and appropriate negotiation of programmatic and financial revisions and adaptations, involving key stakeholders.

### **External Engagement and Relationship management**

- Nurture and maintain active relationships with key stakeholders including government officials (especially from Ministry of Primary and Secondary Education and Department of Civil Protection), consortium partners and related institutions.
- Represent the consortium and the organisation in the public and ensure the sharing of information related to the action achievements, lessons learnt and other related matters of interest to the relevant stakeholders.

- Develop and build linkages with other (external) organizations and other WV offices that contribute towards the effective delivery of program goals.
- Build the recognition and reputation of the grant among stakeholders including government, peer organizations, and donors and develop the capacity to effectively communicate of World Vision Zimbabwe's value proposition as a partner.
- In liaison with the Resource Development and Donor Engagement (RDDE) unit, consortium partners and other stakeholders, generate, review and share action updates, quarterly and annual reports.

### **Human Resources Management and Capacity Building**

- Develop and maintain an adequate human resource plan for the program in consistent with WV policies, donor requirements and local laws;
- Supervision of field operations, administration, logistics and procurement;
- Ensure and invest in proper technical capacity of the program staff to manage complex projects.
- Motivate staff to work as teams and focus on strategic priorities in delivering results and maintain high level of productivity and standard of professionalism.
- Support the training and capacity development of project staff and partners in the Consortium. Ensure staff are capacitated on safeguarding issues, PSEA, INEE and Sphere standards.

### **Learning and Innovation**

- Ensure key learnings and success points from the program are documented and shared

internally and externally as relevant.

- Support WVZ in innovative operations research and programming interventions.
- Coordinate regular program review meetings to facilitate dialogue and learning on project/program Implementation.
- Promote the replication of documented best practices among the Program offices.
- Disseminate and promote the utilization of key research and case studies.
- Support the documentation of lessons learnt and good practices and share them with the broader organization.

## **Other**

- Support resource mobilisation to strengthen the impact of the action.

## **Knowledge, Skills & Abilities**

- A degree in social sciences/development, Disaster Management or any related field and/or construction;
- Technical expertise, particularly in design and implementation of projects experience in the sector of relief or development, with some expertise in project management and implementation;
- In-depth understanding of the Humanitarian standards (e.g., Sphere, INEE Minimum Standards for Education, HAP, IASC guidelines).
- 3 years' experience managing a medium to large scale Education in Emergencies

and/or DRR project.

- Effective in written and oral communication experience working in an office environment and able to use a computer (word for windows excel software) and email is essential.
- Demonstrated experience of managing a consortium with international and local partners.
- Strong project management background.
- Experience in liaison and coordination with government, multilateral and bilateral donors on the design and implementation of EiE and DRR programs.
- Demonstrated experience in managing complex programs over \$1 million in multiple implementation locations.
- Have training skills and team management skills.
- Experience in community mobilization and the ability to manage meetings with community leader, government officials, NGOs and other stakeholders (ensuring gender balance in participation). Interpersonal skills and cross-cultural sensitivity.

***Work Environment/Travel:***

- Typical 60 % in office and 40% in the field.

**NB:** Shortlisting will be done as applications are received. Only shortlisted candidates will be contacted.

Female applicants are encouraged to apply.