

Program Development Unit Manager, WV Somalia

Location: [Africa] [Kenya]

Town/City: Karen

Category: Field Operations

Job Type: Fixed term, Full-time

***Please submit your CV in English.**

PURPOSE OF POSITION:

The Program Development Unit (PDU) Manager will lead in the development of quality programming, spearheading the design, documentation, monitoring and evaluation of project/program interventions for both rehabilitative/development and emergency programming. He/she will provide strategic direction in the development of proposals and programs, spearheading scoping exercises in pursuit of new opportunities. The position holder will serve as a key focal point with internal and external stakeholders with regards to grant acquisition, ensuring projects and programs are adequately resourced to achieve the National Office Strategy. He/ She will also oversee the Partnership engagement function to build strategic partnership with various actors such as LNGOs, INGOs and government).

The position-holder will mentor a team of Program Officers, providing guidance in the design of proposals, provision of timely/quality reporting and positioning with donors/supporters with the aim of enhancing the reputation of the organization. The position will coordinate engagement with UN cluster, WV and government forums, promoting regular attendance, coordination, information-sharing, and promoting WV leadership when possible. He or she will promote the development of prepositioning and marketing materials to promote fund-raising.

KEY RESPONSIBILITIES:

- Active coordination and participation of PDU in cluster forums, donor events and other WV programs related forums with key stakeholders such as technical leads and operation staff.
- Sector engagement strategies developed and implemented in collaboration with technical team.
- Achievements, lesson learnt and best practices of WVS was shared to both internal and external stakeholders in coordination, donor events and other WV programs related occasions by PDU.

- Donor strategies and emerging funding opportunities at overseas (support office), national and local level are traced with the support of TA and Operation team.
- Good working relationship with donors (bilateral & multilaterals, UN/NGO partners and support offices) is maintained to cultivate influencing environment and seek out partnerships/ alliances with peer organization.
- Capacity of PO and key field-level staff in donor engagement and pre-positioning techniques enhanced.
- Support Partnering Coordinator to ensure scope and vet potential partners in good time to enable strategic partnership in pursuing opportunities and promote localization.
- Success stories are shared with communications and donors/ SOs to enhance the visibility of programming.
- Poor project progress, unsatisfied implementation quality and donor compliance challenge are flagged to both internal and external stakeholders including but not limited to QA, Ops Managers, and donors in a timely manner.
- WV Staff are aware of and able to implement policies and procedures that adhere to WV partnerships and donors regulations through capacity building, refreshing workshop and day-to-day guidance.
- RACI and strategy related to resource acquisition and grant management (i.e. proposal development, project kick-start, reporting) is developed in cooperation with key stakeholders to ensure smooth business process and minimize risk.
- Resource mobilization opportunities in alignment with WVS strategy and capacity are anticipated and pursued.
- Opportunities tracking and grant management tools are developed, maintained and improved to allow trends analysis and facilitate decision making/ donor engagement strategy formulation.
- Donor intelligence is gathered through every possible channels through different stakeholders (i.e. TA, Ops), including but not limited to cluster meetings, donor events, engagement meetings, calls tracking.
- Efficient and effective proposal development process is in place in collaboration with Quality Assurance & Strategy, Finance, Tech Team Unit and external stakeholders, ensuring quality project design in pursuit of National Office strategic objectives.
- Project designs are of highest technical quality, incorporate learning, align WV/international standards, promote integration and support program structure.
- POs are supported in the development of program designs and proposals/concept papers through collaborative and cross functional team approach to ensure proposals/ concept notes are of high quality and submitted on time.
- Learning, emerging innovations, and best practices from project evaluations, reports and research conducted internally and acquired externally from other agencies/ donors are applied new proposals and project design.
- Robust linkages and networks are established with key resilience actors and leading NGOs to gather donor intelligence

and build collaborative relationship.

- Both narrative and financial reports are submitted in a timely fashion and are of the highest quality and standard.
- Best practice and success stories for learning and marketing purposes are identified and documented.
- Good quality staff are attracted, retained and developed in the organization.
- Effective line management and coaching to Program officer, ensuring a shared vision, team work, effective communication and active engagement in decision-making and coordination approaches.
- Effective people management systems are in place, monitored, and in-use.
- Staff grievances and disciplinary action are addressed in a timely manner in alignment with WV policy.
- An atmosphere of mentorships, especially for local Somali staff is cultivated.

KNOWLEDGE, SKILLS AND ABILITIES:

- Degree in Development Studies, International Relations, Development Management or Degree in any relevant Social Sciences with experience in Program Development.
- At least 5 years' experience in program design, monitoring and evaluation in a complex humanitarian context in a diversity of context and locations (global experience in at least two continents is preferred).
- Previous management experience of multi-cultural teams.
- Excellent verbal and written communication skills, experience in writing proposals, project documentation, reporting, program information for donors and the World Vision/partnership.
- Familiarity with institutional grant compliance and procedures (BHA, EU, GAC, DFAT etc.)
- Capacity to provide solid leadership and decision-making skills for efficient and effective program implementation.
- Strong problem solving, interpersonal and negotiation skills.
- Ability to work with different partners, local authorities, local organizations and NGOs, to develop and maintain positive relationships.
- Knowledge of humanitarian industry including sphere standards, HAP, NGO code of conduct and humanitarian charter.

- Experience in staff security and safety management for humanitarian organizations in complex and insecure environments is a must.
- Very strong organizational, management and communication skills.
- Strong writer with computer proficiency.
- Excellent English.

Preferred Skills, Knowledge and Experience:

- Demonstrates well-developed interpersonal skills, excellent communication skills, both verbal and written, as well as negotiation skills.
- Must adhere to set security standards.
- Ensure a gender perspective in the scope of work.
- Culturally sensitive in professional and personal life.

Work Environment/Travel:

- Work environment: Nairobi based, but 35% field time.
- Travel: Domestic and international travel is required for this position. The position requires frequent travel to Somalia, a dynamic and often insecure context; when in Somalia accommodation is at team houses.