

Programme Manager – Rakai Cluster

Location: [Africa] [Uganda]

Town/City: Rakai

Category: Field Operations

Back ground

World Vision Uganda (WVU) is a Christian relief, development and advocacy non-government organisation dedicated to working with children, families and communities to overcome poverty and injustice. We currently work in 43 districts and have 48 Area Programmes implementing projects in health & nutrition, water, sanitation & hygiene (WASH), livelihoods & resilience, education and child protection. World Vision (WV) is committed to the protection of children and adult beneficiaries from exploitation and abuse and will not employ people whose background is not suitable for working with these beneficiaries. All employment is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible.

Due to expansion in scope of our programmes, we are now seeking for a qualified and passionate individual willing to share in our vision and join the team in the following role.

Position: Programme Manager – Rakai Cluster

Report to: Regional Programme Manager

Location: Rakai District

Purpose of the position:

To provide leadership and management of WVU Area Programmes (APs) and grant projects

within a designated district/s in the development of programme and project designs and plans, capacity building and facilitate implementation of AP and grant interventions in a manner that empower communities, children and local institutions in the AP and Grant Project Area in line with WVU strategic direction, ministry integration and performance standards.

Key Outputs/Responsibilities.

Leadership and supervision of teams and individual staff

- Manage, supervise and build the capacity of programme staff (APs and grant projects) in quality programme development, management and implementation:
- Capacity building of staff (trainings and coaching sessions of teams and individual staff in organization programming, performance management and implementation
- Team and individual staff performance management
- Coaching, mentoring and counseling sessions for all staff
- Guidance to program staff in planning and monitoring detailed implementation plans and activities
- Setting and managing staffing targets and priorities
- Scale up staff spiritual nurture

Operations planning and implementation

- Coordinate, guide and facilitate operational planning and implementation of integrated development programmes and projects in the programme area:

- Support the roll out of organizational strategic directions, guidelines, tools, models and frameworks
- Lead the process of baselines, evaluations and planning
- Mentor staff in translating organization expectations into designs, plans and M&E processes.
- Monitoring and supervise of timely and quality implementation of APs and grant project annual plans and targets.
- Lead in identification and documenting of community needs and fundable ideas.
- Develop small PNSF proposals for resource mobilization.

Programme monitoring and reporting:

- Facilitate effective monitoring, evaluation, documentation and reporting in line with agreed organizational targets and standards
- Establish functional programme level M&E system and utilization of the information from the M&E database; and contribute M&E data to the National Office integrated M&E database as per agreed schedule
- Manage AP and grant projects information and documentation processes, and ensure effective communication of the program/project results.
- Provide monthly reports (progress against planned activities, expense against estimated budget, etc) of program and grant project activities to the Regional Programmes Manager as per agreed schedule

- Prepare semi-annual and annual reports of program and grants activities (progress against delivery of outputs and achievement of outcomes, etc) to the Support Office/donors and to National Office as per agreed schedule
- Supervise on-going program assessments, evaluation and operational research studies, and take lead in utilizing the recommendations to improve programming.

Partnering and Collaborations

- Build, maintain and effectively manage strategic partnerships and collaborations at the programme level:
- Effective representation and participation of the WVU programmes in relevant District committees such as District Technical Planning Committee
- WVU programme staff are represented and participate actively in the different relevant events organized by partners and stakeholders including district celebrations and events like farmers day, World AIDS day and others.
- Facilitate staff capacity enhancement on aspects of partnering, collaboration and networking
- Ensure partner review and reflection events are held on a periodic basis.

Advocacy, Networking and influencing

- Guide and spearhead District level advocacy and justice for children in areas of children's wellbeing, rights and protection
- Identify and guide local level advocacy engagements

- Build strategic networks, coalitions and alliances on key advocacy issues
- Advocacy and justice for children integrated in programme and project operations and plans.
- Link local level advocacy engagements with national policy processes.
- Document lessons and learning's from advocacy engagements

Sponsorship Management

- Effective management of child sponsorship operations and performance
- Management of SOIs in line with sponsorship standards.
- Implementation of child monitoring in line with monitoring standards
- Ensure that sponsorship business processes are operational in the programme
- Oversight support to programmes on use of sponsorship data to inform evidence-based programming
- Guide and support the development programme level business processes
- Monitor and oversight support in management of sponsorship performance in compliance with partnership standards

Child Protection

- Ensure compliance to child protection policy in all programmes (background checks, protocols, audit recommendations, child protection in sponsorship etc)

- Support and lobby the Local Government to ensure functionality of child protection structures and systems at all levels (formal and informal)
- Facilitate children to participate in all programme processes and interventions
- Support staff and community structures in ensuring appropriate allegation and case management geared towards justice for children
- Support staff to conduct research and engage in advocacy against child rights violations
- Ensure capacity building for staff and stakeholders for effective child protection programming

Financial/ Budgeting and Assets Management

- Budgeting – Annual planning and budgeting for all programmes and projects in line with planning and budgeting guidelines and timelines
- Budget management – Programme and project budget expenditure are within the planned time frame and approved budgets
- Monitor and manage over or under spending in a timely manner in line with standards
- Financial management - Financial management and accountability in line with policy guidelines
- Risk management – Monitor and address or report any risks to management.
- Asset management - manage assets in the programmes in line with assets and other policy and set guidelines.

Qualifications: Education/Knowledge/Technical Skills and Experience.

- Must have a university degree in development studies or related field.
- Must have at least 5 years' experience in community development.
- Must have good analytical and problem solving skills.
- Excellent command of the English language, both written and spoken.
- Knowledge of financial and human resource management.
- Ability to exhibit exemplary lifestyle as interpreted in specific local cultural context
- Must be a committed Christian, able to stand above denominational diversities.
- Willing to attend and participate/lead in daily devotions and weekly Chapel services.
- Must have good interpersonal skills.
- Must be a team builder, who works successfully in a multicultural environment.
- A high level of integrity is required