

# Cluster Program Manager

Location: [Africa] [Burundi]

Town/City: Bujumbura

Category: Field Operations

Job Type: Fixed term, Full-time

## 1. PURPOSE OF POSITION

To lead the creation and/or on-going development and management of multiple area programmes, through managing thorough planning processes and relationship building with local stakeholders, and ensuring staff team effectiveness, resulting in a community-based program/s that enhance children's well-being, focused on the most vulnerable, and leads to sustainable change.

## 1. 2. MAJOR RESPONSIBILITIES

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## 1. CORE COMPETENCIES FOR LEADERS/MANAGERS

### Model Self-Management

I pay attention to my own well-being and resilience. I remain focused and resourceful through complexity, ambiguity and disruption, and I lead the way for others to do the same. I create an environment where staff members are safe, resilient, and have trusting, authentic relationships.

### Engage, Influence, Lead and Grow Others

I practice wise stewardship of those whom I influence and lead. I seek to grow and multiply the impact of individuals, groups and networks. Through timely truth telling with love, I nurture a supportive environment where we can meet challenges and be at our best

### Run an Effective and Agile Organization

I lead by example in focusing on and achieving the things that matter most. I create unity and trust by doing my part and holding others accountable, so that we can be relied upon to deliver results in an agile and responsive way.



## **Develop the Organization for the Future**

I consistently look outward, and I learn and respond with creativity and innovation to transform the organization for the future. I create an environment where others are empowered to discover new and better ways of doing things.

### **1. KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelor degree in a field related to Development, Management, Economic or Social Sciences is essential.
- Minimum of three years of management experience. Strong Experience in development programmes.
- Experience in program assessment, design, implementation, monitoring, evaluation, report writing and emergency response is preferred
- Master degree in a field related to Development, Management, Economic or Social Sciences is an advantage.
- Valid driving license category A and B
- Very good in written and spoken English and French
- Strong skills in data analysis, research work and community based programs
- Strong organizational and management skills, with a proven track record of managing a team
- Strong problem solving, interpersonal and communication skills

- Good verbal and written skills is essential, English and French are preferred
- Thorough knowledge of MS Office, knowledge of Lotus Notes is preferred
- Ability to demonstrate servant leadership and foster a team oriented atmosphere
- Integrity, honesty, and accountability to both the team and the community
- Team builder
- Able to make quick decisions as needed
- Strong facilitation skills
- Understanding of and commitment to World Vision Core Values

### **1. Work Environment:**

Frequent travel to field/National office and sometimes outside

### **5. How to apply**

Should you wish to apply for this position, please go to <http://careers.wvi.org/job-opportunities-in-burundi>. If this is your first time applying online via the World Vision International careers website, you will need to register an account along with your application details. This site will provide you with additional functionality, such as saved searches and email alerts. Registration requires minimal information to create your account. Further details will be collected during the application process. All applicants must apply using our online application system, CVs received via email or standard post will NOT be considered.

In case you face challenges applying through the online system, please call HR department for

support. The closing date for submission of applications (Updated and signed CV, motivation letter, certificates of service, and Certified Degrees) is **October 12, 2021**. No late applications will be accepted.

#### **6. Important Note**

- World Vision Burundi does neither use employment agencies nor does it charge money for recruitment, interviews or medical checks.
- As a child focused organization, World Vision is committed to the protection of children and does not employ staff whose background is not suitable for working with children.
- Although all applications will be considered on their individual merit, suitably qualified women are especially encouraged to apply.