# Vacancy Announcement

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| **Job Title** | Programmes Manager |
| **Reports to** | Regional Executive Secretary (Regional Coordinator) |
| **Direct Reportees /Supervisory Responsibility** | 1. Institutional Development and Capacity Strengthening Officer<br>2. Humanitarian & CMDRR Officer<br>3. Policy and Advocacy Officer<br>4. Monitoring and Evaluation Officer<br>5. Volunteers/ interns |
| **Type** | Fixed-term contract |

**About Caritas Africa**

Caritas Africa is the social pastoral ministry of the Catholic Church in Africa. It is a network of 46 National Catholic Charity Organizations in 46 African countries, including adjacent islands in the Indian Ocean and the Atlantic Ocean.

In May 2023, the Caritas Africa General Assembly, held in Rome, adopted a 7-year strategic plan for the period of 2024-2030. The plan, titled "*Building Together Resilient Communities in Africa*," provides strategic direction across four orientations: Upholding Caritas as an expression of the organized charity of the Church in Africa, Reinforcing the effectiveness and resilience of Caritas Africa member organizations, saving lives and reducing the impact of humanitarian crises in the Africa region, and Engaging Caritas Africa Member Organizations in transforming unjust structures for a fair and fraternal world.

**Role Purpose**

The Programmes Manager will report to the Caritas Africa Regional Executive Secretary (Coordinator). Their main responsibilities will include coordinating programme officers -leading the implementation of specific strategic orientations, and ensuring program delivery, quality control, and evaluation. The post holder will also work closely with the programme team to consolidate results and share key experiences.

Additionally, the programmes manager will attend meetings with donors, Caritas Africa member organisations and represent Caritas Africa in various assigned meetings. The ideal candidate should be able to respond quickly and decisively to crises or problems that affect others, making evidence-based and realistic decisions that balance short- and long-term impacts.

**Key and Specific Responsibilities**

**Programme Team Management and Development:**

- Supervise the planning and implementation of project activities by programme teams across all stages of the project cycle (including project design, start-up, implementation, monitoring and evaluation, and close-out). This oversight aims to ensure that the implementation is efficient and effective, and aligns with program quality principles and standards, donor requirements, and best practices.
- Effectively lead the program team, manage team dynamics, and provide coaching, guidance and mentoring.
- Programme staff performance appraisals and talent management - Collaborate with staff to develop clear and measurable performance objectives at the start of the year and mid-year. This will ensure consistent and high-quality evaluation and goal setting for program staff.
- Cultivating a culture of Monitoring, Evaluation, and Learning among the program team: Take the lead in promoting learning within the program teams. Utilize the Caritas Africa MEAL framework, and project specific monitoring frameworks to analyze and assess project performance data. Actively identify any issues or concerns and employ participatory processes to overcome obstacles in implementation of project activities
- Foster effective coordination and integration of projects taking into account how they feed into the overall 2024-2030 Caritas Africa strategic plan.
- Coordinate the projects and their interdependencies between the various projects and programs in the Caritas Africa strategic plan.
- Conduct weekly planning meetings with program staff.

**Fundraising, Reporting and Budgeting**

- Serve as a resource person in fundraising, in project design and proposal development in within the four strategic orientations in Caritas Africa.
- Liaise with the Finance, Administration and Human Resource manager to efficiently manage monitor the use of financial and material resources of all funded projects. This includes planning and ensuring the optimal utilization of project resources.
- Participate in relevant recruitment and procurement committee meetings
- Define and oversee adherence to the program controls, or the processes, procedures, reporting, etc.
- Coordinate the preparation on consolidated mid-year and annual reports
- Review reports prepared by program staff and ensure timely and quality reporting to donors, in accordance with the grant agreement
- Additionally, take on additional responsibilities as necessary to fill any gaps and facilitate growth.

**Membership Support Services**

- Cultivate existing relationships with Caritas Africa member organisations, partners and Caritas Africa staff in the areas of Policy Advocacy, Humanitarian Programming & CMDRR, Monitoring Evaluation and Learning, Institutional Development, Caritas Internationalis Management Standards & Safeguarding, CAMO accompaniment and Capacity Sharing, Risk Management and promoting Ethical Microfinance
- Collect feedback from Member Organisations on the effectiveness, value addition and reliability of the Secretariat and following up on the feedback provided for performance improvement.
- Consolidate efforts within the team to ensure Caritas Africa Secretariat/ Member organisations adhere to CIMS / Safeguarding guidelines and principles.
- Coordinate the identification of staff capacity and technical assistance needs of Caritas Africa Member organizations and capacity strengthening and required interventions to support quality project implementation.
- Provide proactive support to Caritas Africa Member Organizations (CAMOs) in identifying resources to meet the requirements of quality project implementation.

**Knowledge, Skills and Abilities**

- Strong critical thinking and creative problem-solving skills with ability to make sound judgment.
- Strong relationship management skills and the ability to work effectively with culturally diverse groups.
- Strong written and verbal communication skills with ability to write reports
- Proactive, results-oriented, and service-oriented

**Preferred Qualifications**

- MSc/MA in Project management or a relevant field;
- Proven experience as a Program Manager, Head of Operations or other related managerial position
- Thorough understanding of project/program management techniques and methods as well as organizational development
- Good understanding of capacity strengthening and network management
- Excellent Knowledge of performance evaluation and change management principles
- Experience engaging with stakeholders, partners, donors and members of network organisations
- Experience contributing to the development of technical proposals.
- MEAL skills and experience preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information management systems.

**Required Foreign Language**

- English/ French language proficiency (spoken and written).
- Ability to communicate in Portuguese is an added bonus

**Required Travel**

- Travel of approximately 50%, Caritas Africa is committed to exploring alternative ways of working to reduce its environmental footprint.

**Work Environment**

- Ability to live and work in disaster affected areas;
- Ability to deploy on short notice (within 48-72 hours) when needed.

**Disclaimer:**

This job description is not an exhaustive list of the skills, effort, duties, and responsibilities associated with the position.

**Safeguarding children and vulnerable adults:**

Caritas Africa recognizes the personal dignity and rights of children and vulnerable adults, towards whom it has a special responsibility and a duty of care and respect. Caritas Africa and all its staff and volunteers undertake to do all in our power to create a safe environment for children, young people and vulnerable adults and to prevent their physical, sexual or emotional abuse. Caritas Africa's committed to acting at all times in the best interests of children and vulnerable adults, seeing these interests as paramount.

Any candidate offered a job with Caritas Africa will be expected to adhere to the Safeguarding Policy and sign Caritas Africa's Code of Conduct and Code of Ethics and agree to conduct themselves in accordance with the provisions of these documents.

**Application procedure requirements**

- A cover letter (one page) explaining how your experience and skills fit with the person specification;
- A current CV (not more than 2.5 pages);
- Supporting documents or links to documents that demonstrate your experience in programme management.

Email by **August 10, 2024**: secaf@caritas-africa.org and recrutement@caritas-africa.org

**Only shortlisted candidates will be contacted**