

## JOB DESCRIPTION

<b>Job Title:</b>	Head of Programmes and Business Development
<b>Company:</b>	Self Help Africa
<b>Location:</b>	Dakar, Senegal
<b>Contract type:</b>	One Year - Fixed Term
<b>Hours:</b>	40 Hrs
<b>Reports to:</b>	<b>Country Director - The Gambia</b>
<b>Organisation overview:</b>	<p><b>About Self Help Africa &amp; United Purpose</b></p> <p>In 2021, Self Help Africa merged with United Purpose. This international organisation aims to alleviate hunger, poverty, social inequality, and the impact of climate change through community-led, market-based, and enterprise-focused approaches. Hence, people have access to nutritious food, clean water, decent employment, and incomes while sustaining natural resources. The merger process when completed, the Gambia programme will be called Self Help Africa Gambia.</p> <p>Self Help Africa/UP is an international development organisation that works on a range of sectoral interventions, to end hunger and extreme poverty. The organisation has programmes in 15 countries in sub-Saharan Africa and implements projects in Brazil and Bangladesh.</p> <p>In early 2023 we launched a new five-year organisation strategy, which defines a shared mission to alleviate hunger, poverty, social inequality, and the impact of climate change. We achieve this through community-led, market-based and enterprise focused approaches to agricultural development, ensuring that people with have access to:</p> <ul style="list-style-type: none"> <li>• Nutritious food</li> <li>• Decent incomes and employment</li> <li>• Clean water and basic services</li> <li>• All while sustaining natural resources.</li> </ul> <p>Our three core values are:</p> <ul style="list-style-type: none"> <li>▪ Impact: We are accountable, ambitious, and committed to systemic change.</li> <li>▪ Innovation: We are agile, creative, and enterprising in an ever-changing world.</li> <li>▪ Community: We are inclusive, honest and have integrity in our relationships.</li> </ul>
<b>Job Purpose:</b>	<p>The Head of Programmes and Business Development provides overall leadership and management for all SHA-Senegal programs including leading the planning, design, development, implementation, monitoring, and evaluation of the country programs and ensuring that the quality of projects, implementation, donor reporting, and field level management is of the highest standards.</p> <p>The Head of Programmes and Business Development undertakes business development activities, resource mobilization, partnership development and management. He/she ensures quality assurance with all projects being implemented by SHA in Senegal. The Head of Programmes and Business Development provides line management support to all Project Managers and Program Coordinators including overall management of their performance and of all the Program staff in Senegal.</p> <p>The Head of Programmes and Business Development supports the translating of SHA's Global Vision and strategy into project implementation and ensuring project design and implementation are geared towards achieving scale and impact. This includes attracting funding from diverse donors, and ensuring that the project implementation processes respond to SHA's need to strengthen global operating systems.</p> <p>The Head of Programmes and Business Development shall steer the process for developing and growing SHA's country portfolio to reflect a fair balance in the project portfolios that will</p>

	include but are not limited to Value chain and market systems development, Climate Change, Food security, Youth and Women empowerment.	
<b>Key Responsibilities</b>	<b>Responsibilities (Including approximate percentage effort)</b>	<b>Deliverables</b>
	<b>R1: Program Management (25%)</b> <ol style="list-style-type: none"> <li>Assume overall responsibility for the management of all SHA Senegal programs and provide line management support to all Project/Program Coordinators/Managers.</li> <li>Support Project/Program Managers/Coordinators in the management of the field resources and project budgets and ensure these are used in compliance with approved guidelines.</li> <li>Implement annual performance management process for all Project / Programme Managers / Coordinators and support them to ensure this cascades to all Programme staff.</li> <li>Work in close collaboration with the Global Office Programme Coordinators and wider Programmes Department.</li> </ol>	<ul style="list-style-type: none"> <li>Staff performance management system for all programme staff implemented on a quarterly and annual basis for all programme staff ensuring the achievement of at least 80% of the set performance targets.</li> <li>Enhanced compliance and accountability in the management of project resources, achieving at least 90% compliance.</li> <li>Over 80 % of the planned milestones are achieved by the projects.</li> <li>100% compliance with all the projects' donor contractual obligations by all the project staff.</li> </ul>
	<b>R2: Business Development (35%)</b> <ol style="list-style-type: none"> <li>Lead on the development, implementation, and update of the SHA resource mobilization and donor engagement strategy, building on the existing donor mapping and ongoing engagements</li> <li>Lead project and programme design and proposal development at country level</li> <li>Set and monitor annual priorities and quarterly objectives and key objectives of SHA for resource mobilization and donor engagement, and the supporting action plan for achieving the targets</li> <li>Advise on best practices and channels for resource mobilization, including but not limited to traditional donors, International Financial Institutions (IFIs), Multilateral Development Banks (MDBs), multi-partner funds, foundations, private sector, as well as other innovative financing mechanisms, etc.</li> <li>Identify and establish mechanisms to engage with priority partners that could be relevant for SHA's offer, including public and private sector partners at country level</li> <li>Lead on the design and implementation of effective advocacy strategies and methods for strategic targeting of existing and prospective donor partners, in collaboration with the Programme Funding and the Comms teams</li> <li>Participate and engage in targeted networking to establish connections, leading to the development, mobilization, prioritization and management of partnerships with the purpose of mobilizing resources and working in project consortia</li> <li>Follow Official Development Assistance (ODA) trends and processes, and cultivate contacts to promote digital development as an emerging area to commit and disburse flows</li> <li>Ensure updated donor intelligence, including updating the existing donor mapping with their latest priorities and strategies, regular analysis of donor's contributions, as well as proactive outreach for insights</li> <li>Work in close collaboration with the Global Office Programme Funding team during the Go No Go and proposal development process.</li> <li>Develop proposal budgets, involving partners as needed.</li> </ol>	<ul style="list-style-type: none"> <li>At least 2 fundraising opportunities identified and responded to annually.</li> <li>Resource mobilization plans developed to enable achievement of the objectives of the Country Strategic Plan.</li> <li>At least 3 partnerships established every year for the purpose of program development.</li> <li>Effective designs and models are developed and incorporated into new projects in order to achieve the required scale and impacts.</li> <li>Donor mapping and database developed and updated annually.</li> <li>A country resource mobilization strategy developed and operationalized.</li> </ul>

	<p><b>R3: Program Planning and Budgeting (15%)</b></p> <p>a. Support all projects to develop annual budgets and workplans consistent with project documents and donor contracts.</p> <p>b. Support team in undertaking the necessary reviewing and updating of the workplans and budgets to respond to emerging field implementation challenges and project review processes.</p> <p>c. Support the review of the SHA Senegal Country Strategic Plan.</p>	<ul style="list-style-type: none"> <li>• Project workplans and budgets (annual, quarterly and monthly) developed for all approved projects every financial year and implemented in line with project documents and workplans.</li> <li>• Periodic and timely reviews of budgets and reforecasting of all approved projects workplans undertaken and shared with the Headquarter and respective donors, ensuring alignment with the donor contracts.</li> <li>• Bi-annual and annual review of the Senegal Country Strategic Plan with clear actions to address any gaps that may be observed.</li> </ul>
	<p><b>R4: Budget Management and Monitoring (10%)</b></p> <p>a. In coordination with the finance department, undertake quarterly budget monitoring and variance analysis with all Project Managers and support the projects in reviewing and tracking spending to adhere to annual budgets.</p> <p>b. Support Project Managers and the Country Program to plan and undertake corrective management actions arising out of budget monitoring reports.</p> <p>c. Approve program related requests for imprest and reconciliations in line with work plans and financial management procedures.</p>	<ul style="list-style-type: none"> <li>• Monthly and Quarterly budget for all ongoing projects highlighting status of project spending and presenting these in the monthly operational meetings.</li> <li>• Implementing and tracking all the proposed corrective measures to address any variances beyond +/-10%, ensuring that the spending is brought on track within the planned period.</li> <li>• Program request for imprests and reconciliations approved in line with workplans and financial management procedures.</li> </ul>
	<p><b>R5: Program Reporting (10%)</b></p> <p>a. Review regular quarterly, semi- and annual reports from the Program/Project Managers/ Coordinators and support them to comply with requirements of quality reporting and timeliness.</p> <p>b. Develop and review donor reports to ensure they comply with requirements in terms of quality and timelines and ensure these are of the highest standards.</p> <p>c. Compile quarterly and annual Country Program Reports to provide oversight of the Country Program implementation.</p> <p>d. Compile the Senegal Country Programme Annual report</p>	<ul style="list-style-type: none"> <li>• All project progress reports (quarterly, semi- and annual reports) from the Project Managers and Project Coordinators are compliant with expected quality standards and timelines.</li> <li>• All donor reports from the Program Managers and Project Coordinators are compliant with expected quality standards, timelines and donor formats.</li> <li>• Senegal Country Program quarterly Reports are compiled within the stipulated timelines.</li> <li>• Senegal Country Programme Annual report compiled and submitted within the stipulated timelines.</li> </ul>
	<p><b>R6: Documentation and lessons learning (5%)</b></p> <p>a. Support country projects in developing and documenting lessons learnt and experiences for dissemination and sharing to inform future project development.</p> <p>b. Perform any other duty as may be assigned by the Country Director, Regional Director or Director of International Programmes.</p>	<ul style="list-style-type: none"> <li>• At least two successful cases per year per ongoing project are documented from projects and disseminated through different platforms.</li> <li>• Lessons learnt from projects are documented and disseminated to stakeholders before the end of each project.</li> </ul>

		<ul style="list-style-type: none"> <li>• Successful business models documented before the end of projects for replication or scale-up.</li> </ul>
	<b>R7: Any other duties as assigned by the Supervisor / Global Office</b>	<ul style="list-style-type: none"> <li>• This will be dependent on the specific duties assigned.</li> </ul>
<b>Qualifications/Other Requirements:</b>	<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Rural Development, Project Planning and Management, Agriculture, Agribusiness and other relevant qualification</li> <li>• Fifteen (15) years of relevant experience in Program management, business development and community development work.</li> </ul> <p><b>Preferred Requirements:</b></p> <ul style="list-style-type: none"> <li>• Master's Degree in relevant professional discipline such as Agribusiness, Economics, Development Studies.</li> <li>• Ten (10) years of supervisory/managerial experience.</li> <li>• Thorough understanding of programming processes, systems and principles, and the ability to provide leadership and support to staff working at community level.</li> <li>• Solid skill, knowledge and foundation in proposal development and of the project management cycle.</li> <li>• Sound understanding of market systems development in the agriculture sector, partnership management, youth and women themes.</li> <li>• Knowledge of development issues, trends, challenges and opportunities and implications to community development.</li> <li>• Demonstrated knowledge of strategic planning processes, and project-based monitoring and evaluation.</li> </ul>	
<b>Most Critical Proficiencies:</b>	<ul style="list-style-type: none"> <li>• Good understanding of annual work planning and budgeting and budget monitoring.</li> <li>• A good understanding of monitoring and evaluation processes.</li> <li>• Solid project management and reporting skills.</li> <li>• Sound project and proposal development skills.</li> <li>• A good understanding and sensitivity to issues associated with poverty, hunger and environment, and knowledge of the context in which non-profit organizations operate.</li> <li>• Solid knowledge and experience in extension methodologies.</li> <li>• Knowledge and experience in training and participatory training methodologies.</li> <li>• Team leadership skills, with good abilities of addressing conflicts amongst diverse teams and constituents.</li> <li>• Excellent organizational skills.</li> <li>• Proficient knowledge of word processing, spreadsheets, presentation tools, electronic mail (Microsoft Office preferred) and Internet.</li> <li>• Demonstrated proficiency in English and French, oral and written.</li> </ul>	
<b>Essential Job Functions and Physical Demands:</b>	<ul style="list-style-type: none"> <li>• Preparing and presenting project reports and presentations in a well-designed and attractive format with superior attention to detail.</li> <li>• Demonstrated creativity, ability to think systematically, willingness and ability to incorporate innovative solutions.</li> <li>• Excellent interpersonal and communication skills with the ability to work cooperatively, tactfully and diplomatically with culturally diverse groups of people.</li> <li>• Willingness and ability to assign and review the work of line managed staff and to use participatory management skills with junior and senior staff.</li> <li>• Proven team leadership and supervisory skills with the ability to train and work cooperatively with a diverse staff.</li> <li>• Regularly conduct stakeholder analysis to strengthen partnerships and leveraging of resources.</li> <li>• Constant face-to-face, telephone and electronic communication with colleagues and the public to scale up country program visibility and publicity.</li> <li>• May require constant sitting, working at a computer and focusing for extended periods of time and performing office work in the field and/or in remote conditions.</li> <li>• Working with sensitive information and maintaining confidentiality.</li> <li>• Ability to manage and execute multiple tasks with little supervision while meeting sometimes tight or fixed deadlines.</li> </ul>	
<b>Essential character traits</b>	<ul style="list-style-type: none"> <li>• Self-motivated, result oriented, high integrity, accountable, reliable</li> </ul>	
<b>Application Procedure</b>	<p><a href="https://selfhelpafrica.org/ie/head-of-programmes-and-business-development-senegal/">https://selfhelpafrica.org/ie/head-of-programmes-and-business-development-senegal/</a></p> <ul style="list-style-type: none"> <li>• Please download the Job description.</li> </ul>	

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|  | <ul style="list-style-type: none"><li>• Please upload a completed Application Form, CV and cover letter outlining your suitability for the role.</li><li>• Email title must be same as the position you are applying for and the location of the position.</li><li>• In the cover letter (not more than 2 pages), please ensure to explain the following:<ol style="list-style-type: none"><li>1. Why you are applying for the position</li><li>2. How do your skills and experiences meet the job's specification</li><li>3. When will you be able to take up the position if successful.</li></ol></li><li>• The deadline for this application is <b>1st May 2024</b>. You are advised to apply early, as applications will be treated on rolling basis. Only shortlisted candidates will be contacted.</li><li>• Self Help Africa / United Purpose is an equal opportunities employer and will never ask for funds as part of the recruitment process. Female candidates who meet these qualifications are highly encouraged to apply.</li></ul> |
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Report Fraud at <https://wrs.expolink.co.uk/selfhelpafrica>

*All candidates offered a job with Self Help Africa will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa strives to be an equal opportunities employer.**