

Job description

Job title: Programme Manager Senegal Country Office

Job location: Senegal

Reports to: Country director

Responsible for: Inclusive Education & Social Inclusion

Region/Department: WARO/Finance & Performance

Job purpose

- To oversee the development, co-ordination, and management of Sightsavers programmes in Country in line with Sightsavers policies and preferred programme approaches (the principles of scalable demonstration approaches).
- Work in collaboration with Country Director, to ensure that individual projects and programmes in the country programme are being delivered up to agreed organisational quality standards, are based on the best available evidence, and effectively capture and use learning.
- To identify and contribute to areas of programme growth and development through collaboration with colleagues and partners

Principal accountabilities:

1. Programme development and Management (40%)

- Assist in the identification of new and strategic programs and assist in the development of programs through proposal writing
- Assist the Country Director to develop requested write-ups to support the work of funding teams
- Lead in ensuring that new initiatives are successfully implemented
- Supervise the programme officers and ensure that they manage their individual project caseload to standards expected in programme implementation manual.
- Ensure that all aspects of the programme are effectively monitored and evaluated, and that learning is systematically used to continuously improve all projects and programmes.
- Make regular visits to projects and partners

2. Project Management 10%

Support partners and other stakeholders by:

- Supporting partners and Program officers to manage all aspects of the project cycle including planning, implementation, monitoring & evaluation
- Providing technical advice to partners on the core areas of Sightsavers work including key policies –
- Working with PO project documentation meets the required quality –Ensuring regular review and learning

3. Financial & Resource Management 10%

- Assist in preparing Budgets for projects and monitor expenditure against these, advising the Country Director on financial trends etc.
- Work with the finance officer to ensure proper partner accountability for Sightsavers funds
- Work with team to ensure an assessment of financial capacity of partners as well as strengthening their capacity where needed (use of the FAT)

4. Partnership development & Management 20%

- Network widely with government and NGOs involved in blindness control, disability and development issues and advise on networks that Sightsavers can lead on as part of its strategy
- Identify new strategic partnerships within the country to help develop Sightsavers programme.
- Represent Sightsavers at conferences and workshops.
- Develop a coherent plan of partner capacity building together with Country Director and support partners in the implementation of those plans
- Lead on partnership assessment initiatives in line with Sightsavers policies
- Participate in the implementation of the Programme Partnership Policy with all partners.

5. Advocacy and Representational work 10%

- Develop and maintain good relationship with local media and other identifiable strategic organizations and networks
- Participate in all PR activities of the Country Office and represent Sightsavers at different forums in collaboration with the Country Director
- Represent Sightsavers at various forums, meetings and advocate for Sightsavers philosophy and policies
- Support the development and implementation of advocacy plans/efforts for the country program

6. Child Safeguarding (10%)

- Acting as the first point of contact for any safeguarding incidents or concerns.
- Providing support and advice on safeguarding to colleagues in-country.
- Working with project officers and programme managers to ensure partners have appropriate child safeguarding policies and procedures in place.
- Establishing a country safeguarding plan and mapping the local context, including any relevant legislation.

Jobholder entry requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

- Degree (or equivalent) in relevant field (Social Sciences, Development Studies, Public Health, Education)
- Extensive working experience, ideally in an NGO environment
- Good prior experience in all aspects of programme and project management

- Experience in policy and/or advocacy work in education, particularly education that is inclusive of children with disabilities.
- Knowledge of local education systems, practices and contexts, particularly relating to the education of children with disabilities
- Experience of policy and advocacy work in social inclusion, particularly in relation to disability rights, UNCRPD implementation or social protection
- Knowledge of current issues and best practice in education, social inclusion, disability, and development.
- Familiarity with international legislation and policies in the field of disability and human rights – the United Nations Convention on the Rights of Persons with Disabilities.

Skills (Special Training or Competence):

- Project management skills – especially in the areas of practical implementation of programme policies and approaches, and M&E and the use of learning;
- Line management, team management and mentoring skills
- Excellent communication skills (both oral and written)
- Good written English skills
- Good IT skills
- Ability to understand and work with project budgets, forecasts and reports.

Core behaviours:

- Change and Improvement
- Communicating and Influencing
- Decision Making
- Team Working
- Planning and Organising
- Delivery and Implementation
- Plus, we would expect the following:
 - Interpersonal and intercultural sensitivity
 - High degree of integrity
 - Active listener

Key relationships**Internal**

- Regional director
- Country Director
- Finance and Support Services Manager
- Office support staff
- Institutional Funding Manager, WARO
- PS2
- Programme Development Advisors
- Various staff based in all departments at Haywards Heath, UK teams

External

- Partners
- Consultants

- Service Providers
- Government agencies
- Community leaders
- Media
- NGDO and other relevant networks