

## JOB PROFILE FOR DIRECTOR BUSINESS DEVELOPMENT

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| Job Title: <b>PROGRAMMES DIRECTOR</b>  |  |
| Reports to: <b>DEPUTY EXECUTIVE DIRECTOR</b>   |  |
| Department/Program   | <b>PROGRAMMESS</b>   |
| Supervises:  | <b>Community Empowerment P Manager; Campaigns, Partnerships and Networks Manager; Strategic Litigation Manager</b> |
| <p><b>Job Purpose:</b></p> <p>The Director of Programmes is responsible for providing oversight and strategic leadership, management, and direction towards the development, implementation and evaluation of CEHURD's programmes and projects in alignment with the organisation's mission and objectives. The programmes director will oversee all aspects of CEHURD's programme planning, management and impact assessment, ensuring alignment with organizational goals and donor requirements. The job holder will provide leadership and oversight for our technical programmes which include strategic litigation and pro bono legal aid services; national and sub-national level advocacy and community empowerment with a focus on health. The Director of Programmes plays a crucial role in strategic planning, programme design and implementation, fundraising and resource mobilisation, grants management, quality assurance, staff supervision, team leadership and mentorship, donor liaison, partnerships management, advocacy, movement building, and institutional development. They should have a passion for driving positive change within the sector of social services, especially health.</p> <p><b>Key Result Areas and Responsibilities</b></p> <p><b>1. Strategic planning</b></p> <ul style="list-style-type: none"> <li>• Provide leadership and oversight for developing and evaluating strategic plans for CEHURD's programs, ensuring clear communication of program vision and goals to team members and stakeholders.</li> <li>• Lead the design and development of new programme initiatives, ensuring that they are evidence based, innovative and responsive to community needs.</li> <li>• <i>Ensure that CEHURD's programme areas remain relevant and feasible and respond to the changing operational environment, proposing necessary amendments for enhanced programme effectiveness.</i></li> <li>• Identify key strategic issues, risks, and opportunities specific to institutional programmatic goals.</li> <li>• Articulate connections between organizational strategy and program objectives and ensure the implementation, resourcing, and continuous review of programmatic areas of CEHURD's strategic plan.</li> <li>• Provide oversight for programmatic and operational excellence.</li> <li>• Support the development and implementation of strategic communication linked to CEHURD's technical programme areas,</li> <li>• Supervise programme implementation, and guide the Monitoring, Evaluation, and Learning function to benefit programmatic work.</li> <li>• Provide oversight for periodic planning and reporting across various programme areas under the portfolio.</li> </ul> <p><b>2. Governance and Leadership</b></p> |  |

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- *Establish and Implement Programmatic Governance Systems:* Oversee the establishment and implementation of robust governance systems, ensuring effective coordination and preparation of activities and quarterly reports for governing bodies of CEHURD.
- *Executive and Senior Team Collaboration:* Support and actively participate in program-specific executive and senior management team meetings, ensuring the implementation of identified actions and fostering collaboration across the program.
- *Leadership Development and Empowerment:* Conduct regular meetings with program managers to facilitate realistic planning at all levels, providing leadership and support to empower staff members to maximize the impact of CEHURD programs while adhering to high standards.
- *Grants Management and Budget Oversight:* Provide support for the effective functioning of program-specific grants management functions. Collaborate with the Director of Finance and program teams to generate and manage annual program budgets.
- Represent CEHURD in relevant spaces and platforms showcasing our programmes and their impact.
- Participate in all activities of CEHURD's leadership and management team.

### 3. Programme Design and Development

- *Strategic Program Development and Planning:*
  - Lead programme development in alignment with the organization's strategic objectives.
  - Be responsible for work planning, approving budgets, and ensuring adherence to legal guidelines and internal policies.
- *Program Management and Oversight:*
  - Supervise programme and project managers, providing leadership and resolving complex problems.
  - Coordinate and monitor the day-to-day implementation of inception activities, maintaining quality and compliance.
  - Oversee field activities, ensuring timeliness and budget adherence.
- *Community-Responsive Program Design and Implementation:*
  - Ensure programmatic interventions are designed and implemented responsively to communities, authorities, partners, and beneficiaries.
  - Support programme implementation, reporting, and accountability in line with organizational and donor policies and requirements.
- *Efficient Program Implementation and Integration:* Oversee programme implementation strategies, including partnership frameworks, beneficiary targeting, distribution processes and capacity building of partners as needed.
- *Workplan and Budget Management Support:* Support Program Managers in generating workplans and budgets.
- Provide continuous support and feedback to managers and project leads, identifying strategies to enhance efficiency and productivity.
- *Collaborate with finance and administration teams to develop and manage programme budgets, ensuring efficient and effective use of resources.*
- *Strategic Leadership, Knowledge Management, and Partnerships:*
  - Provide strategy and leadership on knowledge management and capacity building for program innovation.

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- Facilitate the building and managing of strategic partnerships with like-minded organizations, donors and other development partners, beneficiaries and other key stakeholders.
- Actively contribute to the implementation of CEHURD's risk management policies and plans in collaboration with the leadership and management team.

### 4. Staff development and growth

- Provide oversight and guidance to programme managers and staff, fostering a culture of collaboration, learning and accountability.
- *Motivation*: Develop and implement a culture that ensures consistent team cohesion and motivation.
- *Staff Development*: Develop a staff development plan aligned to the skills gaps of programmes staff and implement it in line to the strategic goals of programs and CEHURD. Liaise with the Human Resource Office to inform capacity development interventions. Monitor execution of staff development targets against agreed action items.
- *Performance management*: Ensure effective performance management for programme teams including the development and implementation of performance improvement plans when necessary.
- Ensuring that team members are meeting programme objectives and behaving in accordance with best practices.
- Nurturing innovation, learning and technological adaptation culture among programme teams.

### 5. Fundraising and resource mobilization

- Actively participate in the review and implementation of CEHURD's resource mobilization strategy and financial sustainability plan.
- Sustain collaboration with the directorate of business development to ensure that resource mobilization efforts are aligned with programme objectives and priorities.
- Support the implementation of cost recovery approaches within programmes, with the objective of generating unrestricted funds and foster the growth of CEHURD's reserve fund in line with ethical and sustainable financial practices.
- *Donor Relations Management*: Effectively manage donor relations, emphasizing the cultivation of new funding sources while nurturing positive relationships with existing and former funders.

### 6. Effective Grants Management

- *Technical Program Support*: Provide technical support for the implementation of CEHURD's grant management manual and associated processes.
- *Streamlining Program Grant Management*: Support the streamlining of grant management functions within programmes, facilitating sub-granting to implementing partners aligned with program goals in collaboration with the directorate of business development and Grants Unit.
- *Program-Centric Function Growth*: Cultivate the growth of grants management functions specific to programmes, ensuring alignment with programmatic objectives and guidelines in collaboration with the directorate of business development and the Grants Unit.
- *Programmes Compliance Oversight*: Oversee and monitor compliance with donor grant agreements and requirements within the programmes, collaborating with relevant departments for comprehensive oversight.

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### 7. Program Oversight and Quality Assurance:

- *Compliance and Administrative Excellence:* Ensure programme adherence to robust financial and administrative procedures. Guarantee transparent use of programme resources, aligning with donor and CEHURD regulations. Monitor adherence to CEHURD's policies and statutory requirements within program operations.
- *Financial Oversight and Accountability:* Provide programmatic oversight for financial planning, forecasting, and procurement processes. Conduct financial evaluations, ensuring accountability for all program resources.
- *Internal Audit and Quality Assurance:* Support the growth and development of the internal audit function specific to programmes. Establish and operationalize quality controls and quality assurance measures within programs.
- *Prudent Resource Management:* Facilitate compliance with donor regulations and ensure transparent resource utilization.
- *Quality Oversight:* Contribute to the development and implementation of a Program-Specific Quality Assurance Manual. Coordinate outsourced services relevant to programme activities.
- Monitor programme implementation and progress towards objectives, identifying and addressing challenges and opportunities for improvement.
- Lead programme evaluation and learning efforts including impact assessments.
- Follow emerging trends, best practices and policy developments in relevant areas if CEHURD's work and integrate new knowledge into programme strategies.

### EDUCATIONAL QUALIFICATIONS

- Master's Degree in a relevant field such as human rights, public health, law, international development, social sciences or a closely related discipline.
- Post graduate diploma in any one of the following disciplines: Law, governance, human rights, project planning and management, humanities will be an added advantage.

### PROFESSIONAL QUALIFICATIONS: N/A

### JOB RELATED EXPERIENCE AND KNOWLEDGE

- At least 8 years' work experience with a minimum of at least 5 years' working experience at a senior management level in a reputable organization.
- More than 5 years of proven experience in programme management within the NGO sector and social services field.
- Must have proven experience in applying for, managing and accounting for grants of at least USD 100,000.
- Must understand financial management; auditing and project management processes.
- Should have experience in the field of health, Human rights and sexual and reproductive health and rights (SRHR) advocacy.
- Experience in health systems strengthening.
- Extensive experience of managing teams of not less than 10 people at any one time organized in at least two layers of management.
- Must have excellent communications and interpersonal skills and public relations with evidence of at least 2 publications.

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- Must have experience in operations, administration, monitoring and evaluation, grant management and governance and leadership.

### **SKILLS AND COMPETENCES**

- Strong Leadership and management skills with ability to inspire and motivate teams towards a common goal.
- Ability to build and sustain relationships and influence stakeholders at all levels.
- Strategic thinking with ability to anticipate and respond to changing circumstances and opportunities.
- Grant management
- Financial shrewdness and insight
- Advocacy
- Innovativeness
- Networking and relationship building including donor relations
- Health systems strengthening
- Monitoring, evaluation and learning methodologies
- Commitment to diversity, equity and inclusion with ability to foster an inclusive and respectful work environment.
- Proficiency in relevant software and tools for programme management such as Performance Management Information Systems.

### **OTHER ATTRIBUTES**

- Integrity, Honesty, Transparency and Accountability
- Confidentiality, tact and diplomacy
- Flexibility to environment and people
- Commitment to social justice and excellence
- Commitment to equality, inclusion and non-discrimination
- Ability to travel at short notice
- Ability to work with very limited supervision
- Result-oriented and ability to meet tight deadlines
- Respect for individual diversity