

PROGRAMME MANAGER - MALI



Islamic Relief Worldwide

Programme Manager - Mali

BASE LOCATION:	Bamako, Mali
REPORTING TO:	Head of Programmes
LINE MANAGEMENT RESPONSIBILITIES:	Projects staff



PURPOSE OF DIVISION:

Through capacity building and through technical and programme support, the International Programme

Division keeps the organisation focused on the socio-economic and humanitarian needs of vulnerable people. The division reinforces IR's implementing structure to enable these people and their communities to develop themselves sustainably, and ensures that the organisation is prepared to respond promptly and effectively to humanitarian crises.

The division increases the organisation's ability to tackle poverty by developing and fostering partnerships and institutional relationships effectively and proactively, and by ensuring transparent and timely reporting to the organisation's donors.

JOB PURPOSE:

Responsible for providing programming leadership for Islamic Relief Mali Programmes by ensuring that planning, designing, appraising, monitoring and evaluation and review of all programmes are done according to agreed strategic direction. The post holder will lead, manage and develop staff in order to ensure that the country office is capable of fully achieving its agreed targets.

KEY WORKING RELATIONSHIPS

Has regular contact with Head of Programme, Country Director, Finance and Admin Manager, Regional Desk Coordinator.

Represents Islamic Relief to community leaders, representatives of local and national government and beneficiary representatives in relation to Programme planning and implementation

Actively engages INGO coordination networks, UN Clusters, project staff and INGO community through forums, co-ordination meetings and networking

SCOPE AND AUTHORITY**Scope of the Role:**

Reporting to Head of Programmes, the Programme Manager has overall management responsibility for IRW's projects in Mali. The Programme Manager line manages programme related staff. Any decisions that impact on the country operations are made in conjunction with/referred to the Head of Programmes/Country Director.



Responsibility for Resources:



The Programme Manager is responsible for the preparation, implementation and monitoring of all programme related budgets, programme related assets and for ensuring that all programme related information is organised and accessible.

KEY ACCOUNTABILITIES

1. PROGRAMME DEVELOPMENT AND IMPLEMENTATION

Design programmes and projects based on the Country Strategic Plan and Emergency Preparedness Plan.

Give advice, analyse, draw conclusions and make recommendations involving range of inputs to enhance programme delivery.

Provide support and guidance to programme team in areas of planning, design and implementation by ensuring that technical support is sensitive to socio-cultural background of targeted communities and institutions.

Proactively identify opportunities to build key stakeholder relationships, and take the initiative to follow up with necessary action

Make key decisions in relation to the programme implementation, and offer solutions to problems that arise during the implementation of programmes

Ensure the programme meets Islamic Relief Worldwide Quality Standards and international Codes of Conduct

Produce high quality reports to submit to Regional Desk and donors, according to the agreed deadlines.

2. PROGRAMME MONITORING AND EVALUATION

Ensure that programmes are implemented, reviewed and evaluated in a consultative and participative manner through regular field visits.

Monitor and evaluate the effectiveness of programmes under implementation in Country Office.

Lead the team to ensure the effectiveness, impact and direction of the programmes are appropriately implemented, monitored, reviewed and evaluated on a continuous basis using the quality guidance of the IRW Policy and Procedures Manual and other international standards.



3. STRATEGIC PLANNING AND LEADERSHIP INPUT



Provide overall technical back stopping to the Country programme teams within IR's strategic parameters.

In collaboration with Head of Programmes, lead programme team in the development of annual and other regular reviews; annual and business plans.

Provide strategic direction in programming for Disaster Risk Reduction and Emergency Response including development of Emergency Preparedness Plans (EPP) with active and up to date Country Contingency Plans (CCP).

4. FUNDRAISING AND NETWORKING

Work closely with the Head of Programmes to diversify the funding sources through developing existing or new relationships with donors

Provide the programme team the expertise to identify potential donors in relevant themes and to lead the development of relevant advocacy materials with a range of stakeholders in the country.

Assist in the development of programmes proposals targeting institutional funding, using a participatory approach involving all relevant stakeholders

Build working relationships with donors and other INGOs in the country.

Ensure regular and effective communications are maintained within the programme team, and with the Regional Desk at the International Office (IO).

5. CAPACITY BUILDING

Identify the needs and support development of staff and partners to increase their competence in programmes.

Participate in the recruitment, selection and induction of new staff including De-briefing of those returning from deployments and assignments.

Provide training to develop the capacity of project teams.

6. MANAGEMENT AND LEADERSHIP

Actively participate in the Sub- Office Management Team.

Facilitate team building across the Programme and the wider country office departments.

Motivate the programme team and ensure they have clear annual objectives for which they will be



accountable during their performance appraisals.



7. BUDGET RESPONSIBILITY

Lead the programme team to develop, finalise and closely monitor the programme budgets.

Work closely with the Country Finance Team (CFT) to ensure effective financial and budgetary controls of the programmes, according to IRW's policy and procedures

Ensure corrective measures are taken to address issues of compliance in the project budgets.

8. REPRESENTATION

³⁵/₁₇ Besides deputising for the Head of Programmes, when required, the Programme Manager is expected to carry out any other related tasks in line with the job purpose.

9. TRAVEL

³⁵/₁₇ The Programme Manager is expected to spend a minimum of 50% of his time in the project sites and the team in the field.

PERSON SPECIFICATION

It is essential that the post holder shows a good understanding and sympathy with the Islamic values and principles as well as commitment to Islamic Relief Worldwide's vision and mission.

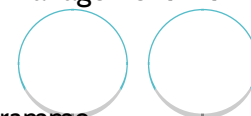
Essential:

Knowledge, Skills and Qualifications

An in-depth understanding of development and relief issues whereby is able to provide guidance to programme staff on strategic development of the same.

Proven track record of working overseas with experience in various contexts (relief, rehabilitation and development) of which a substantial part should involve programme development and management with INGOs in developing countries.

Confident (and highly numerate) in proposal writing managing budgets to support programme



development.



Proven experience in review, monitoring and evaluation of programmes; using of quantitative and qualitative methods and approaches to support of programme development.

Strong and well developed analytical skills coupled with experience of writing reports that are usable by different stakeholders.

Proven experience of developing quality proposals and securing funding from institutional donors (e.g. DFID, EC, ECHO, etc)

Experience

Experience of managing and mentoring local and international staff.

Good interpersonal skills including the ability to listen, sensitivity to others views and perspectives, and conflict resolution.

Proven experience in overseeing programmes; understanding of quantitative and qualitative data in support of programme development.

Experience of and commitment to participatory management and maintaining a supportive, open environment to ensure the learning and development of all staff.

Experience of managing and mentoring national and international staff.

Personal Qualities

Problem solving skills

Culturally sensitive

Desirable:

Demonstrates the flexibility and energy that is required for a high level of selfmanagement and awareness

Proficiency in French and English

Gender approach in relief, rehabilitation and development

Familiarity with the Millennium Development Goals, Sphere Standards, Do no harm principles, Red-Cross/Red-crescent Code of Conduct





FILE TO PROVIDE :

- A cv.
- A letter of motivation.
- Certified copies of diplomas and relevant certificates.
- Names and addresses of two references.
- Judicial Record(after the selection)

Applications must be sent by e-mail to ayo.bouare@islamic-relief.org.ml , specifying the nature of the position "Programme Manager".

Applications will be accepted until 11 Mai 2022 at 4:30 pm.

Only shortlisted candidates will be called for interviews.

Applications will not be returned.

Incomplete applications will be eliminated.

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Contry Director

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