

JOB DESCRIPTION

Job Title	Programme Manager
Reports to	Rwanda Country Director
Management Responsibility	Direct line management responsibilities of 2 Project Managers, 2 Senior Project officers and senior M&E Officer
Job location	Kigali
Annual Salary	Competitive. Local terms and conditions will apply
Contract Duration	1 Year contract, renewable

Job Purpose

The post holder is responsible for the efficient management of Alert's Rwanda projects. The post holder will support at a strategic level the management of a portfolio of projects in the country programme, supervise project managers and oversee the effective application of appropriate management systems to project implementation. S/he will ensure that Alert's contribution to peacebuilding in Rwanda is maximised, on one hand taking responsibility for sound project management and on the other build strong partnership with local organisations, manage relationships with local authorities, communities or other groups of interest and contribute to fund raising. The post holder will also have a key role in external representation, legal compliance, grant management, programme coordination and team leadership.

Duties and Responsibilities

This post focuses on three key elements:

- (i) Support implementation and strategic development of Alert's projects in Rwanda
- (ii) Supervise the implementation, planning, monitoring and reporting of all current activities in Rwanda and support the consolidation of Alert's Rwanda programme;
- (iii) Support the effective application of internal systems, staffing and procedures to projects implementation;
- (iv) Contribute to AP and wider organisational goals and objectives.
- (v) Deputise for Country Director when necessary.

1. Support implementation of Alert's Mupaka Shamba Letu project

- Contribute proactively the timely implementation and strategic development of all aspects of Alert's work, ensuring maximal impacts on Alert regional cross boarder work;
- Support to provide clear and relevant communications on project activities and progress within Alert and with donors;
- Liaise with DRC Program manager on regional coordination, implementation and Impact
- Ensure effective monitoring and evaluation of the project including appropriate baseline, researches and other activities;
- Develop and nurture excellent working relationships critical to ensuring the impact and success of these initiatives with relevant government authorities and civil society;
- Closely monitor expenditure for relevant activities, ensuring compliance with Alert, donor and government regulations, and identifying periodic budget adjustments that may be required in close consultation with Alert Rwanda's Finance and Operations team, Project managers and Country Director.

<ul style="list-style-type: none"> • Support relevant aspects of donor reporting and fundraising, in close coordination with Country director. • Ensure attentive and supportive line-management of relevant staff, in line with Alert's policies and procedures, as well as Rwandan labour law; • Ensure proper implementation of all other relevant Alert policies, in close coordination with Finance & Operations team. <p>2. Supervise the implementation, planning, monitoring and reporting of all current activities in Rwanda and support the consolidation of Alert's Rwanda programme.</p> <ul style="list-style-type: none"> • Line manage Project Managers, senior project officers and senior monitoring and evaluation officer; • Support Project Managers to draft and implement annual work plans for current and eventual new projects; • Support and supervise project managers to ensure effective financial management of projects, including budgeting, forecasting of expenditures, monitoring of expenditures, financial reporting and auditing; • Contribute to project design and fundraising proposals, concept notes and development of new programs; • Support Project Managers to ensure effective monitoring and evaluation is implemented across the Rwanda programme and oversee continual improvement in assessment and communication of impact; • Support the documentation and dissemination of new methodologies and best practice emanating from Alert's work; • Maintain relations with strategic and implementing partners, ensuring partnerships are well-founded, well-managed and effective and that the partnership is mutually reinforcing, and is defined in a partnership agreement where appropriate; • Ensure the donor reports are produced timely and effectively by the project managers and demonstrate progress and impact of programs in the reports. <p>3. Support the effective application of internal systems, staffing and procedures across all projects</p> <ul style="list-style-type: none"> • In coordination with the Finance & Operations team, oversee effective application of management systems to ensure that project implementation complies with admin and financial policies; • Ensure good coordination with logistical services and application of relevant policy; • Ensure that current and emerging staffing needs are met, by mentoring and motivating staff, and through active performance management, promoting effective cohesion and team identity across its various projects. <p>4. Contribute to Africa Programme (AP) and wider organisational goals and objectives</p> <ul style="list-style-type: none"> • Proactively participate in and contribute to AP activities and events including regional meetings; • Work closely with the Director of Programs in DRC on regional programs • Contribute to advocacy initiatives of the AP and Alert as required; • Contribute to team-wide communications and knowledge management, and participate in organisation-wide events and discussions on related topics/projects
<p>Travel requirements</p>
<p>The job is based in Kigali; however, the post holder should expect to spend up to 30% of the time in the field where Alert's project activities are implemented; as well as travelling occasionally within the region and beyond.</p>

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Talents

At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles. For this role, the skills, qualifications and experience listed below are important, but we believe that to be great in this job you are likely, first and foremost, to have a talent for mobilising and galvanising a diverse and dispersed group of staff and projects behind your leadership and vision of Alert's peacebuilding programme in Rwanda, creating the conditions in which they can perform to their maximum effectiveness and impact.

You also need to be entrepreneurial and proactive in finding practical solutions in a challenging and changing environment; well organised and with a good attention for detail you will be able to lead a team to operate efficiently and at improved professional standards.

This is what we will be looking for above all else.

University degree in relevant subject
He or she should hold PhD or masters with over 10 years of experience
Substantial NGO project management in various conflict-affected environments, including responsibility for strategy design, staffing, admin/finance issues, contract management and donor relations.
Experience of financial management gained in an (I)NGO or a business.
Understanding of development and peacebuilding issues in Rwanda.
Excellent working knowledge (spoken, written and read) of English and Kinyarwanda.
Experience of implementing peacebuilding, conflict resolution or development programmes in Rwanda and the region.
Strong and inspiring facilitation skills; participatory planning and leadership.
Experience of partnership management and development.
Capacity to interpret trends and events impacting on the programme.
An ability to make good judgement calls on complex issues and decisions.
Report-writing and editing skills.
Solid experience of grant financial management.

DESIRABLE REQUIREMENTS

Experience of working in donor-funded multi-agency consortium projects
Experience of leading peacebuilding-related programmes, and familiarity with conflict-sensitive approaches to development
Familiarity with gender and development concepts, and experience of implementing gender-sensitive programmes
Experience of networking and advocacy on political issues in the African context