

JOB DESCRIPTION – Program Manager

Name of employee:
Job Title: Country Program
Functional team: Program
Reports to: Country Director

Purpose of the job:

The Program Manager oversees the coordination, administration and implementation of the JAM Angola Country Programme. He/She will provide leadership and oversight in program design,, planning, implementation, monitoring, evaluation . The Program Manager will also be responsible for supervision of field teams in all the field locations. Ensure coordination and implementation of JAM Angola program operations in all sectors (Education, Nutrition and WASH)

Key Performance Areas

1. Cost Controls

- Ensure that all National, Municipal budget are done on time and according to the agreed requirement for field programming and implementation
- Develop project proposals with all other Department Managers, Finance and relevant support functions and ensure stakeholders have the opportunity to review proposals and raise issues prior to submission to donors.
- Support and Analyzing all Municipal finance report and ensure that all expenses are within budget as planned
- Ensure that the proper financial procedures and policies are adhered to and compliance at all times.
- Investigate cost saving and efficiency and effectiveness in improving ways of saving expenses

2. Managing & developing subordinates

- To ensure that each staff member under his/her supervision develop Annual Performance Agreement
- Conduct regular performance appraisal and feedback with direct subordinates
- Ensure that direct subordinates perform at acceptable level based on deliverables outcomes
- Ensure that each staff has annual employee development training plan
- Provide guidance and knowledge transfer to all program staff and conduct regular and frequent field visits.

3. Managing Program Deliverables

- Monitor and analyze donor mapping in country and opportunities for funding and develop proposal for submission, which are align with JAMINT and JAM Angola organization and operational intent.
- To ensure adherence and compliance to reporting standards internally, adhere to donor report, guidelines, regulations and requirements (Human resources management, Finance

management, procurement, Logistics, and safety and security).

- Ensure effective management and utilization of projects and program resources through regular and sporadic checks of reviews, monitoring, and application of Finances and administrative systems and procedures and timely actions to enable and facilitate program operations and implementation
- Ensure management of JAM Angola program assets at field level and its disposal if needed
- Ensure field level staff compliance with CI, donor policies and procedures and guidance of government counterparts
- Ensure that all school where school feeding program have signed agreement of implementation and terms and conditions are fully respected
- All school to have food in the warehouse 100% of the time when students beneficiaries are at school in coordination of Education and government officials
- Develop implementation plan with all Municipalities and ensure proper accountability framework for donor and stakeholders is fully understood by JAM Angola staff, for quality programming, improve transparency in delivery of services to program beneficiaries
- Ensure that each grant is being managed according to program SCOPE, Goal, objectives specifications are implementation within the Detailed Implementation Plan and followed at all time
- Ensure better coordination with Logistics Department that cost efficient routes and loads are followed with commodity delivery to Final Distribution Points
- Ensure that all commodities are delivered to beneficiaries as per the requirements of the donor.
- Ensure there is proper planning and coordination with related Government authorities to achieve the deliverable.
- Draw MOU with the Education Government Officials to support JAM intervention on the teacher train program.
- Ensure that all Municipalities are assists the annual teachers training
- Ensure that the annual PTA's training is support whenever possible by the programs staff
- Coordinate the training logistics and operation through the JAM Programs at provincial and municipality in order to ensure all the activities are carried out as stated in the MOU.
- Ensure there will have Municipal coordination meeting to plan and share information on progress of JAM programs and projects.
- Do coordination meeting with JAM Angola stakeholders and Clusters wherever is applicable at National, Provincial and Municipal level in order to plan and provide feedback about teacher's activities.
- Coordinate with Education, Nutrition and WASH, sectors on preparation of annual, bi-annual and quarterly plan proper implementation as DIP
- Lead and hold meeting with sectors managers ensure integration and operationalization in a manner which is cost efficient and effective, and ensure alignment to organizational vision and mission statement on program and project implementation
- Ensure that grant requirement and specification are implemented and followed at all time
- Ensure that each new boreholes or rehabilitated borehole, has a proper wash committee established and manage relationships with stakeholders
- Ensure that program deliverables meet donor and other stakeholders requirements
- Coordinate the execution and program deliverables timelines
- Ensure the water pointes are being monitored and monitoring of field activities and reports are generated on monthly basis
- Attend coordination meetings with UN, INGO's , NGO's, government counterparts in respectives partner ministries, stakeholders and local community leaders at field level

4. Coordination with Commodities Logistics Management & Reporting and WASH

- Ensure coordination with Logistics Unit on preparation of pipeline analyses of the food procurement, transportation and stored at provincial and field level to avoid stock pipeline breaks of food at the schools store.

- Ensure coordination with Logistics Unit that all Municipalities have food allocation plan and achieve the allocation as planned (Each and every school have to have stock available to each and every school day)
- Ensure coordination with Logistics that Field Monitors have a proper documentations and formats for food account system is in place in order to give trust and transparence and proper feedback to partner, JAM affiliate offices, government and donors
- Coordinate the Commodities Logistics and Reporting Manager through the Municipality Supervisors, Field Food Monitors, Warehouse Supervisor logistic, CAS and warehouse staff to ensure proper step by step for food and non food items request, receive, storage, and distribution of commodities to program beneficiaries.

5. Community Development and stakeholders:

- Ensure that all program staff are trained in community development
- Ensure that all program staff focuses on strengthening relationship with the community leaders all level in project cycle.
- Attend coordination meetings with government in respectives partner ministries, stakeholders and communities whenever is necessary

7. Reporting

- Compile a monthly Consolidated program reports for JAMINT Angola accordingly donor requirement and send to the CD by 13th of the followed month
- Ensure that the CD and JAMINT – HQ in Johannesburg office, event calendar is set up to date on any important issue for JAM Angola program
- Provide and support the DM&E Manager and all Sector Manager with information and assistance as and when requested for any internal and external use and feedback is given to JAMINT, donors and stakeholders

Keys required skills and qualification:

- Minimum Bachelor Degree in Business Administration, Social Development Studies
- At least 5 years experience working in the humanitarian sector in the field within Southern African Region and others
- Track record of securing, successfully managing and reporting on significant grants from institutional donors
- Proven ability for networking with major players in government and across the Humanitarian Sector
- Proven record and ability in working at both strategic, operational and field and implementation level
- Proven experience of preparing and managing budgets
- Good attention to detail and methodical approach to work and looking into critical issues, making decision to solve problems in most efficient and effective manner.
- Understanding of the donor compliance needs for a variety of humanitarian donors, government and corporations
- Proven experience of preparing of project proposal, conducting and leading assessment and managing staff and reporting to donors and stakeholders
- Excellent IT skills, specifically in MS Office and database management
- Excellent interpersonal skills including the ability to influence across the organization and externally
- Confidence and ability to represent JAM externally including public speaking as necessary
- An enterprising, creative, goal-orientated and can-do-attitude
- Ability and willingness to travel, sometimes to difficult and insecure locations for up to 50% of the time
- Be able to speak and write in both languages English and Portuguese is advantages
- Be a team player and ready to collaborate with others in positive manner

Revised in August 2018

Signature of employee: _____

Signature of line manager: _____