

Job Description

Job Title:	Regional Programme Manager
Place of Work:	Based in the Regional Office in Pretoria, South Africa or any of WA's country Offices in the region (Zambia, Malawi, Madagascar, Mozambique, Lesotho and Swaziland)
Reports to:	Head of Southern Africa Region
Line management responsibility:	Regional Technical Advisor New Country Managers
Budget Responsibility:	Less than £1.5 million
Main Relationship	Heads of Regional Teams and Head of Programme Support Unit in the International Programme Departments Heads of UK Departments Regional Team members Country Representatives Senior Programme Staff in Country Programmes

Introduction

The Regional Programme Manager (RPM) is a senior member of the regional team, in the International Programmes Department. The role of the International Programmes Department is to support, resource and enable delivery of our global strategy at the country, regional and continental levels, develop and deliver our portfolio of programmes to maximise our impact in realising the rights of those who are marginalised and excluded from access to water, sanitation and hygiene. The role of the regional team is to support and develop the capacity of our country programmes in the region to maximise their impact at the national and regional levels. The regional team has also the role to contribute to the development of a strong WASH sector in the region as a whole and thus enable the poor, marginalised and excluded people realise their rights to equitable and sustainable access to water, sanitation and hygiene.

Job Purpose

The purpose of the role is to lead on programme planning, development, effectiveness, quality assurance, learning and impact in the region, supporting programme staff in countries to do so effectively, ensuring that country teams have the right capacities to make best use of WaterAid's programming approaches. The role will also make significant contributions to our influencing work across the region, explore collaborative regional opportunities around programme delivery and advocating for change in how WASH is delivered in the region, to bring about equitable and sustainable change to achieve universal access.

Reporting directly to the Head of Southern Africa Region, the RPM will have a strong professional relationship with the Head of Programme Support Unit to ensure that global norms on programme quality, planning, monitoring, evaluation and assurance are applied across the region. At the Country Programme level, the RPM will have a strong professional relationship with the Head of Programmes / Senior Programme staff.

Keeping in mind the overall purpose of the role described above, the following key accountabilities are highlighted.

Key accountabilities

1. Strategic Support and Guidance:

- Support the regional leadership team in developing and promoting effective programmes, aligned to our regional strategies and thematic frameworks
- Advise and support the CRs and country programme staff to plan and deliver programmes effectively in line with Country Strategies

2. Programme Development

- Lead the development of WaterAid programme in new countries, Lesotho and Swaziland
- Lead the development of Regional programme proposals and in collaboration with the Regional Funding Manager proactively engage in raising resources for the same
- Review and endorse in-country protocols for approval by CRs or Head of Southern Region as appropriate, or approve them as delegated
- Review programme plans of country programmes, support and challenge them in the process to ensure high quality operational plans are developed
- Encourage and actively promote cross sectoral linkages so that WASH is mainstreamed in other sectors and strong links are established with other sectors

3. Programme Management, Assurance and Accountability

- Support the Head of Southern Africa Region in maintaining strategic oversight of programme work within the region and its contribution to regional and global objectives
- Ensure that in-country programme staff meet agreed standards of accountability as required by our PM&E framework and global guidance on Strategic Performance Indicators
- Review quality of programme work at the country programme level to provide assurance to the Country Representatives and Head of Southern Africa Region that the programme performance in the Region meets WaterAid's standards

4. Capacity Development and Support

- Guide country programmes in the effective implementation and monitoring of programme and operational plans, including identifying and facilitating relevant capacity development support

5. Learning and Knowledge Management

- Contribute actively to ensuring that learning from programme experiences are well documented and link to our advocacy, campaigning and policy work

- Lead research, evaluations, studies and documentation on key programme themes, disseminate programme best practice within the region and globally
- Encourage and support learning from other Sector and Development actors

6. Collaborative Initiatives

- Lead and manage our involvement in regional and cross-country projects with other collaborating agencies to promote strategic programme opportunities,
- Represent WaterAid, as delegated, in regional consortia on programme themes / initiatives to influence thinking of other stakeholders on effective delivery of WASH

7. Leadership and People Management :

- Encourage and promote empowering and collaborative leadership, effective management and a culture of openness and accountability in line with WaterAid's values
- Coach, guide and mentor senior programme staff in country programmes so that they are effective as leaders and senior managers
- Line manages the Regional Technical Adviser (RTA) to ensure that they provide effective support to country programmes and the regional teams as per their respective roles and accountabilities.
- Line manages Country Managers / Team Leaders of new countries, Lesotho and Swaziland and as delegated by the Head of Southern Africa Region.

Person Specification

Essential

Education

- Post graduate degree or equivalent professional qualification in a relevant subject preferably with significant relevance to the WASH sector
- Sound knowledge of international / regional WASH development and programme delivery.

Experience

- Substantial experience of working at a senior management level in a developing country and in the Region
- Strategic and operational planning
- Experience of project and programme management with significant financial and budget management responsibility
- Experience of managing staff

Knowledge and Skills

- Multi-sectoral development programmes
- Developing country and programme strategies
- Developing project / programme proposals for raising resources from institutional donors
- Developing norms and standards for programme effectiveness
- Programme cycle management, Programme audit, quality assurance
- Knowledge and understanding of Rights Based Approaches and programming
- Demonstrated leadership skills especially in leading and empowering teams and effectively
- Ability to manage self and staff performance
- Working as a member of a team
- Strong communication and persuasion skills

- Fluent spoken and written English. Those fluent in French or Portuguese will have an added advantage.

Personal Qualities

- Commitment to inclusive approaches and rights of poor, marginalised and excluded people
- Able to deliver to agreed schedule, timelines
- Positive and constructive attitude and approach
- Innovative
- Give feedback constructively, receptive to feedback and being able to act on it
- Strong, motivated team player
- Ability to travel extensively up to 12 weeks per year.
- Able to work effectively with diverse cultures and adapt personal style to get the best out of others

Desirable

Education

- Familiarity with WA's mission, values and aim.

Experience

- Multi-country experience in development
- Working at senior levels in large national level organisations
- Experience of working in a WASH sector.

Knowledge and Skills

- Programmatic delivery of WASH programmes
- Knowledge of a local language spoken in the region.
- Financial controls and monitoring
- Coaching and mentoring
- Networking, ability to collaborate and build alliances
- Use of computer packages especially Microsoft Excel

Personal Qualities

- Analytical and quick learner
- Willingness to listen and contribute
- Able to support and challenge colleagues
- Able to self manage and work under pressure

Abbreviated Terms & Conditions

Salary	A very <u>competitive INGO Salary and Benefits</u> will be offered to a successful candidate.
International Relocation	A relocation package in line with WA's policy may apply depending on individual circumstances especially if relocated to any of the WA country offices
Main Benefits	<p>Pension scheme</p> <p>Group Life Insurance</p> <p>Annual leave – 25 working days</p> <p>Medical Insurance with nominated WaterAid's provider</p>
Travel	Regular travel within the Southern Africa region and other international travel for up to 30% of the time
Working Hours	Full time (minimum 35 hours per week). However given the seniority of this post, the postholder will be required to work flexibly
Contract Period	Open ended contract is offered. Successful candidates who are relocating may however be subject to work permit regulations. WA will support in arranging such work permits if deemed necessary.
Probation	Six months probationary period.