

JOB DESCRIPTION

Position Title	Programmes and Operations Manager
Original overall description of the role:	To manage SAFCEI programmes and staff, providing maximum support to ensuring that its strategic and funding objectives are effectively and efficiently met within the specified time frames, thus freeing the Executive Director to focus on overall leadership, strategic vision and relationships.
Conditions	This role is a full-time position based at the office in Westlake in Cape Town on a one year renewable contract, depending on funding availability.

KPAs	Tasks
Institutional & programme development	Engage in long-term & annual strategic planning with Staff & Board Directors to ensure that SAFCEI is moving in the right direction, in the most efficient way possible, with available resources, according to its vision & mission.
	Oversee relevant structures, policies & procedures to ensure efficient operations with Exec Director & Finance Manager.
	Support the Executive Director in the strengthening & expanding of SAFCEI's faith leader network among major faith groups throughout the Southern and East African region, ensuring a broad & committed membership that is actively involved, assisted by the Programme Coordinators.
Monitoring & evaluation	Implement and refine system for monitoring & evaluating SAFCEI's objectives, programme deliverables & impact.
Personnel management	Build SAFCEI's staffing capacity to reach its target audience, and meet the stated objectives effectively & efficiently.
	Provide line-management function for programme staff and consultants ensuring programme delivery & workplans, performance appraisals, and so on.
Project cycle management	Ensure effective funding for SAFCEI programmes by identifying appropriate funding and submitting formal funding proposals timeously assisted by the Financial Manager & Programme Coordinators.
	Support Programme coordinators to ensure planning, expenditure and reporting aligns with approved budgets.
	Ensure regular, effective, well-documented & timeous narrative & financial reports for funding partners & Board of Directors on SAFCEI's work & outcomes.
Governance	Ensure timeous distribution of accurate reports to the Board, and minutes from Board meetings.
	Ensure timeous & effective Annual General Meetings with a quorum present & accurate minutes & annual reports timeously distributed to all concerned parties.
Presentation	Editing and final proofing of all SAFCEI materials.