



Norwegian People's Aid

PROGRAM MANAGER

Norwegian People's Aid is a humanitarian organisation rooted in the Norwegian Labour Movement. We work with International Development Partnerships, Humanitarian Mine Action, Rescue Service and First Aid and Asylum and Integration. Norwegian People's Aid has approximately 13000 members in Norway and 2200 staff worldwide. We work in 36 countries around the world, and had in 2013 a turnover of 820 million Norwegian kroner.

Background

The NPA Southern Africa Office was established in 1996, covering South Africa, Mozambique and Zimbabwe. The office is located in Johannesburg, South Africa working directly with two programs, namely the South Africa Programme (SAP) and the Southern Africa Regional Program (SARP). In addition there are programmes in Mozambique and Zimbabwe.

POSITION SUMMARY

We are seeking a candidate for a senior management position that requires a mature professional of a high integrity. He/She analyses and assesses political, social and economic trends and provides substantive input to program formulation and evaluation and joint programming initiatives.

The position reports to the Regional Director (RD) who sits at the same office in Johannesburg.

RESPONSIBILITIES:

- Have the overall responsibility of the daily running of the Country Programme (SAP).
- Have the overall responsibility of the daily running of the Regional Programme (SARP) in co-operation with Program Managers in Mozambique and Zimbabwe.
- Finance management and budgeting for the programs in cooperation with the RD and Finance manager
- Be responsible for the management and development of NPA's long term development policy and country strategy in collaboration with the Regional Director.
- Support for strengthening the capacity of civil society organization (partners) and communities to empower women, vulnerable and the marginalized group.
- Liaise and co-ordinate NPA development activities with project partners, provincial and district authorities, bi- and multi-lateral donors, and with the relevant national and international NGOs, CBOs and social organizations.
- Provide updated reports and plans/budgets.
- Contribute to NPA's fundraising efforts and develop relevant project proposals for potential donors.

QUALIFICATIONS

- At least 5 years' experience working at senior level in program management.

- Master Degree in Political Science, Social Science, Development Studies or other relevant fields
- Excellent English writing and communication skills and ability to work in a team.
- Good analytical and program management skills
- Ability to work under pressure
- Good computer skills
- Experience from financial management, budgetary work and personnel management
- Experience from networking, lobbying, advocacy and long term development assistance
- Supervise and manage the work of other program staff.
- Good knowledge of the NGO sector and civil society/grassroots movements in South Africa and the region.

In general

Duration of contract: beginning as soon as possible.

The position does include a degree of travel, both local and within the region, though not for extended periods.

One of NPA's overall objectives is to promote gender equality in the organization and female candidates are encouraged to apply. We have an HIV/ Aids policy and no tolerance of discriminatory practices.

Salary (and benefits) are competitive and will be commensurate with qualifications and experience

*Interested candidates please email a completed biosummary form (download from the top of the vacancies page at www.actionappointments.co.za), a detailed motivation letter and an updated CV by **Friday 25th April 2014** to lisa@actionappointments.co.za*

