

# *Etafeni day care centre trust*

## **Job Description**

Role: Programme Manager

Accountable to: Director

Hours of Work: 40 hours per week

Direct reports: All the programme managers and coordinators (ECD, OVC, Afterschool, Fit for Work Fit For Life, Fit for Work Fit For Life Junior, Community Health Workers, Lay Counsellors, Dietician, Nutrition, Income Generation, Social Work)

### **General overview of the job**

The Programme Manager will report directly to the Director and provide overall programme leadership for the Etafeni Day Care Centre, Nyanga and related outreach services. S/He will be responsible for delivering the organizational programme plans including project planning, implementation, monitoring of progress, financial planning and oversight, coordination and provide motivational leadership for the programme managers and coordinators.

### **Key Performance areas:**

The Programme Manager reports to the Director and is responsible for all programmatic operations of the organisation including:

1. Management and mentoring of all programme staff
2. Drawing up programme budgets and ensuring these are followed in line with programme spending in close consultation with the Finance Manager

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3. Responsible for designing and ensure the implementation of M&E systems for all programmes
4. Overall responsibility for donor reports required for each programme
5. Streamlining the programme work to ensure most effective use of resources

## **Duties and responsibilities of the Job**

1. Be a role model for the programme managers and beneficiaries.
2. Actively participate in mentoring and growth opportunities.
3. Lead, manage, motivate and mentor the Programme Management and Coordinating Team.
4. Regular monthly meetings with the Director.
5. Understand and help develop the objectives of each program.
6. Oversee the efficient and effective day-to-day operation of the programmes.
7. Determine staffing requirements for programme management and delivery.
8. Develop a system and implement effective monitoring evaluation and reporting and use data collected to continuously improve services and ensure maximum impact for beneficiaries in programmes.
9. Coordinate and provide technical leadership and support to the programme managers and coordinators as required.
10. Work with the programme managers to prepare programmes budget to be reviewed by the Director.

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11. Develop and implement relevant structures, policies & procedures to ensure efficient operations with other programme manager and coordinators.
12. Work with the programme managers and coordinators on budgets and work plans.
13. Communicate to programme managers and coordinators regarding financial constraints and programmatic wishes.
14. Follow due process to motivate and discipline programme managers and coordinators as appropriate to ensure effective performance in roles.
15. Ensure that the Director remains informed about significant or strategic risks and the organization carries appropriate and adequate insurance coverage.
16. Monitor programme activities and project expenditure against strategic plan and annual work plans and budgets.
17. Ensure payment requisitions are completed timeously for programme expenditure.
18. Complete payment requisitions and counter sign petty cash forms for programme expenditure.
19. Oversee health and safety security to ensure the safety and wellbeing of programme staff beneficiaries and visitors at the EDCCT and those involved in community outreach.

## **Job Requirements, Skills, Knowledge and Abilities**

- Matric, Tertiary education in Management, Social Sciences, or Community Development.
- At least 3years of working experience in a management role in the NGO Sector.
- Must be an outspoken individual with excellent interpersonal skills.
- Good organizational and administration skills.
- Experience of conflict resolution and problem solving.
- Time keeping and ethical work practices.
- Ability to communicate and transfer skills to the community.
- Excellent communication skills in Xhosa and English.

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- Driver's license.
- Good understanding of the NGO environment and Xhosa culture