

Job Description: Programme Director

A. Job Specification

- Job purpose:**
1. The purpose of the job is to ensure that the RAITH Foundation's strategy is implemented and constantly improved according to the Foundation's objectives and Theory of Change.
 2. This is a senior appointment who will report directly to the Foundation's Executive Director and assist her in the achievement of her overarching strategic and institutional objectives.
 3. The Programme Director will be responsible for overseeing the design, implementation and monitoring and evaluation of the Foundation's programme.
 4. The Foundation has a special interest in learning and improvement and this should also be systematically addressed by the Programme Director.
- General attributes required:**
5. The Programme Director should have at least a Master's degree in a relevant discipline and a minimum of 15 years' experience in grantmaking and development management or in related areas.
 6. The Programme Director should be thoroughly familiar with organisations and donors active in the Foundation's areas of focus and be communicative and socially adept, good at networking and able to forge and sustain close working relationships with peer organisations and individuals. Well-developed relationships in relevant government departments would be an advantage.
 7. The Programme Director should have very well-developed writing skills and be able to develop technical content, from a Results-Based perspective, as well as more colloquial, strategically-oriented material.
 8. A strong background in the Foundation's areas of focus is essential, as is the ability to articulate South Africa's challenges in these areas and to advocate for efforts under way to address them.
 9. Experience in managing staff and working successfully as part of a small team is critical. A pleasant disposition and the ability to work under pressure are required.
- Specific attributes required:**
10. The Programme Director should have a background in designing and writing up grantmaking and development programmes, framed in both strategic and results-based terms. Knowledge of Theories of Change as a technique for articulating programme strategies and experience in developing and critiquing them is essential.
 11. Practical, hand-on experience in the design and implementation of

- grantmaking processes and procedures is necessary.
12. Knowledge of budgeting and financial management is required.
 13. Monitoring and evaluation is a key element of this job and the Programme Director should thus have extensive relevant experience in developing M&E systems and in their implementation.
 14. Experience in undertaking evaluations and in building evaluation capacity is required.
 15. The ability to provide technical assistance to grantees on their programme strategy, plans and their monitoring and evaluation practices is necessary. The Programme Director should also be able to work closely with grantees to support the implementation of their programmes and to facilitate interactions and exchanges to connect potential collaborators with each other.
 16. Familiarity and experience with learning and change practices is necessary.

JOB DESCRIPTION

Job title:	Programme Director	
Reports to:	Executive Director	
Purpose of the job:	<p>The purpose of this position is to:</p> <ul style="list-style-type: none"> • Design the RAITH Foundation’s Programme strategy (including its monitoring and evaluation strategy) in consultation with senior management • Implement the Foundation’s approved programme strategy • Support grantees in the design and implementation of their RAITH Foundation-funded work. 	
Supervises:	Programme Officer	
Responsibilities: Outcomes (Key Performance Areas)	Activities:	Performance Measure / Performance standard
<p>Programme and grantmaking strategy design 15%</p> <p>The Foundation’s programme strategy is persuasive and coherent and its implementation leads to the achievement of its objective</p>	Undertake consultations and engage with stakeholders to inform the Foundation’s programme strategy	A number of relevant consultations and engagement should be undertaken and documented each year.
	In consultation with the Executive Director, periodically refine and revise the Foundation’s Theory of change	Necessary revisions should be made at least twice annually and the reasons for changes should be recorded.
	Review and reflect on progress in the implementation of the Theory of Change	Progress should be captured in an annual strategy discussion document to be provided to the Executive Director in time for the Board’s annual strategy meeting.
Grantmaking strategy Implementation	Identify potential grantees that align with the Foundation’s Theory of Change	The Foundation is able to make new grants each year.

<p>30%</p> <p>The Foundation implements its programme consistent with its Theory of Change and its grantees implement their programmes as planned</p>	<p>Provide technical support to grantees in the development of their applications, particularly their Theories of Change and the identification of performance measures</p>	<p>Support to be provided by the Programme Director should lead to applications received by the Executive Director being of a high quality with the necessary technical content developed to the necessary standard to allow their submission to the Board for consideration.</p>
	<p>Facilitate and oversee grant application processes to ensure that applications are submitted timeously</p>	<p>The Executive Director should be provided with high quality, relevant and persuasive applications for presentation at each grant-making Board meeting.</p>
	<p>Prepare summary applications for submission to the Board by the Executive Director</p>	<p>Every application should have a concise, succinct and useful half-page summary attached.</p>
	<p>Support the Executive Director in presenting and advocating for grants presented to the Board for its approval.</p>	<p>The Executive Director should have all details and information required easily accessible to her.</p>
	<p>Support the Programme Officer to maintain and improve the application and reporting systems and documentation used for programme grantmaking</p>	<p>Foundation grantees should report that applying for and reporting upon the funds received is relatively easy and straightforward.</p>
<p>Development, implementation and improvement of RAITH's M&E strategy</p> <p>30%</p> <p>Knowledge on the performance of the Foundation's programme is collected and used to</p>	<p>Development and ongoing improvement of the Foundation's monitoring and evaluation approach and supporting documentation</p>	<p>Implementation of the Foundation's M&E strategy should provide the Executive Director and the Board with sufficient information and insight to make decisions.</p>
	<p>Undertake annual monitoring visits for all grantees and write up monitoring reports and quality assure the Programme Officer's monitoring reports</p>	<p>Monitoring visits should be undertaken within one month of receiving annual reports and reports should be prepared within five days thereafter. They should be illustrative and useful to Board members and the Executive Director.</p>
	<p>Facilitate the design and implementation of evaluations of</p>	<p>At least half the Foundation's grantees should</p>

improve the strategy	their work by grantees	design and implement evaluations of some aspect of their programmes.
	In consultation with the Executive Director, commission and manage strategic research and ensure the integration of findings into the overall grantmaking strategy.	Agreed research-related projects should be commissioned and successfully completed each year and they should generate findings useful to the development of the Foundation's Theory of Change.
	Design and facilitate six monthly Reflection and Learning workshops	The workshops should be scheduled early each year and should be successfully implemented as planned. They should generate useful information for inclusion in the annual strategic report presented by the Executive Director to the Board.
	Convene and facilitate office learning processes and convene Board learning processes	Learning events should be convened at the end of each year and the proceedings should be useful for the refinement of the Foundation's strategy.
	Prepare strategic Learning Briefs for the Foundation	A minimum of two Learning Briefs should be prepared each year which should be evidence-based and communicate a message of interest to others active in similar fields.
	Collect and report on data for the Foundation's proxy indicators	Reports should be prepared annually as part of preparations for the Board's annual strategy meeting.
	Draft content for the Foundation's Annual Report	Content for the Annual report is available as required, according to the Project Plan for its production.
Programme and technical support to grantees	Prepare and implement an annual schedule of programme support activities, including convening, seminars and	There should be one such event each month and feedback from grantees should indicate that

20% Grantees receive technical support that improves their performance	exchange sessions for grantees	they are useful and not burdensome.
	Provide ongoing technical assistance to grantees to revise and refine their strategies	RAITH's grantees should report that they have found the Foundation supportive of their work.
HR Management 5% Human resources are effectively used and capacity is enhanced.	Provide management oversight of the Programme Officer by setting performance objectives, developing an annual performance appraisal plan and managing her performance against objectives.	Performance appraisals should be completed as scheduled and should deliver clear indications of strategies for ongoing performance improvement.
	Consult the Programme Officer on activities and training that will improve her performance and develop her project monitoring skills.	Professional development activities should be successfully identified and completed.
	Identify and undertake activities that will deepen and develop own skills and improve performance.	Professional development activities should be successfully identified and completed.