

# ACT UBUMBANO

*ACT Ubumbano supports local struggle by facilitating critical reflection on our social justice practice, listening to the voices of those most affected by injustice, and supporting innovative and collaborative solidarity initiatives that address unjust power relations globally.*

Based remotely in South Africa, ACT Ubumbano seeks to appoint a

## PROGRAMMES MANAGER

This role will help enable, develop, support, and consolidate solidarity actions and programmes within the ACT Ubumbano network of South(ern) African and Northern NGOs working to confront social justice issues including Economic, Environment/Climate and Gender Justice. The purpose is to facilitate space for critical reflection, advocacy, and innovative solidarity initiatives that address unjust power relations in Southern Africa and globally. The Programme Manager will work closely with the Director with stakeholders involved in ACT Ubumbano processes.

Key responsibilities of the **Programme Manager** include:

### Programme Management

- Contribute to the development of the organisational strategy/annual plan within ACT Ubumbano
- Contribute technical knowledge in the development of programmes, and coordinate activities related to the programmes (planning, monitoring, and execution of deliverables).
- Manage the administrative processes needed to take the programmes forward to implementation.
- Support fundraising and donor relations activities.
- Ensure that all deliverables are met timeously, maintaining quality standards.
- Oversee the programmes budget to ensure that deliverables are within budget limits (this is supported by the Director).
- Report timeously and appropriately to the Director regarding progress reports to donors and the Board.

### Programme Implementation

- Initiate programmes as per the solidarity strategic / annual plan within the solidarity hub framework.
- Engage with relevant stakeholders through stakeholder forums and facilitate sound working relationships between stakeholders.
- Support the convening and hosting of solidarity hubs and other events.
- Facilitate and document the action outcomes from these hub meetings and translate these outcomes into programme proposals that can be supported.

### Grants management

- Review proposals for funding.
- Provide technical support to partners and potential grantees on their proposal writing and implementation thereafter. This could include on-site visits.
- Identify learnings from grant reports to inform the content of solidarity hubs, learning hubs, and publications.
- Sign off on grantee financial reports.

### Other organisational tasks

- Attend and participate in staff meetings, organisational reviews and planning as well as other meetings that relate to the work of the organisation.
- Contribute to team-wide communications and knowledge management and participate in organisation wide events and discussions on related topics/projects.

The **Programme Manager** will meet the following criteria:

Qualifications & Experience

- Postgraduate Degree in a relevant field Humanities/Social Sciences/Development Studies (preferable)
- 5 years' experience working with local partners and international NGOs and/or faith-based organisations in Southern Africa
- At least 3 years in programme management in a similar job
- Some experience of working with, and in networks
- Experience of advocacy on development related issues, locally, regionally, and globally.
- Experience in organisational development of non-governmental organisations.

Technical competencies (Knowledge, skills, and abilities)

- Strong writing and analytical skills to present both complex ideas in accessible way, and present systematic planning in a clear way.
- Knowledge and skills in advocacy around development related issues.
- Demonstrable knowledge of social justice issues in Southern Africa.
- Understanding intersectionality with other social justice priorities (notably Gender, Economic and Environmental / Climate issues).
- Strong and respectful interpersonal skills that enable good relations with groups in the civil society sector.
- Good facilitation skills and experience conducting meetings, workshops, and training sessions.
- Familiarity with the ecumenical and inter-faith movements.
- Familiarity with politics of the region.
- Interest and motivation to work with a variety of partners in different social justice contexts across Southern Africa
- Skills and experience in concept note and proposal writing.
- Ability to work independently.
- Fluency in spoken and written English.
- A minimum of MS Office competency.

Other Requirements

- Ability and willingness to travel locally, regionally, and internationally as required.
- Willingness to work beyond official working hours when required.
- A driver's license is essential.

View the full job description and application instructions on the Vacancies page at [www.actionappointments.co.za](http://www.actionappointments.co.za) and email your application by **Friday 23<sup>rd</sup> May 2025** to [callum@actionappointments.co.za](mailto:callum@actionappointments.co.za)

