

Terre des Hommes Germany (TDH)

JOB DESCRIPTION

TITLE OF POST – Regional Programme Manager (RPM)

The incumbent works in direct collaboration and under the supervision and strategic direction of the Regional Coordinator (RC) and in close collaboration with the Finance Manager, and with Programmes staff in Country Offices.

Purpose of the position:

Responsible for guiding the Regional Management and Programme team in strategic development, review, and implementation of the TDH Germany Africa Strategy which consists of SACO (Southern Africa Coordination Office) and the two other regional components in East and West Africa to meet contextual dynamics, priorities, and opportunities, in line with TDH Germany values, approaches and strategic goals. This includes the development of advocacy priorities and plans and the establishment of collaborations for its implementation at regional and continental levels. The position is also responsible for ensuring the highest standards of programme implementation, namely through the revision and development of tools and systems to ensure project relevance, quality, impact, sustainability, monitoring, and reporting in coherence with TDH's overall impact-oriented concept.

Work conditions:

Full time, Office-based in Johannesburg with the option of working partly from home and also requires travel in the Southern Africa region and in the two other regions in East and West Africa.

All duties and tasks must be undertaken in accordance with the organisation statutes, policies, and procedures.

MAIN DUTIES:

Regional Programme Planning, Development, Monitoring and Evaluation (50%)

- Guides and Assists the Regional Coordinator and Programme team in the development, revision and implementation of the Regional Strategy based on the decisions taken at the Delegates Conference (DC) and TDH statutes, policies, and procedures;
- Assists the Regional Coordinator in realising the process for the regional strategic planning.
- Participates and provides data that are necessary in formulating the Regional Strategic Plan (RSP).
- Assists the Regional Coordinator in developing programme strategies and priorities that concretize the translation of the Delegates Conference Strategic Goals to the regional and country contexts. The RPM is the main representative of Southern Africa Coordinating Office (SACO) to all the global Strategic Goal Team meetings at the Head Office.

- Assists the RC in establishing mechanisms and tools to assess and report on progress made in achieving the programme goals and strategies that are necessary in conducting the annual and mid-term assessments and review of the Regional Strategy.
- Proposes changes in the Regional Strategy during annual assessments and review.
- Ensures the development of expertise among regional staff on program management tools ad systems and thematic areas that are relevant to implementation of TDH Germany approaches and TDH Strategic Goals.
- Provides guidance for the development of clear and goal-oriented advocacy plans to staff and implementing partners.
- Assists the Regional Coordinator in progressive embedding of the regional components in West and East Africa in the one Africa regional strategy.
- Assist in networking and alliance building that are key for the achievement of advocacy plans and programmatic goals.
- Explores diversification of funding sources in Germany, EU, and global level.

Quality assurance:

- In close collaboration with the Regional Coordinator and Programme and Finance staff, develops/revises systems, tools, and guidelines that assist staff to comply with quality standards of programmes and projects.
- Provides technical assistance to programme staff in the project cycle management to achieve high quality, relevance, and sustainability of programmes and projects.

Operational Programming and Implementation

- Assists the Regional Coordinator in realising the process and in formulating results oriented operational plans based on the Regional Strategic Plan (RSP)
- Monitors and prepares regular reports on the achievement of periodic milestones, the annual objectives and the effectiveness of strategies based on the RSP.
- Provides support and advice to the Regional Coordinator related to developing and maintaining risk management plans;

Partner Dialogue

- Assists the Regional Coordinator in preparing and implementing an action plan for partner dialogues at all levels that is consistent with the timeframe of the Delegates' Conference (DC) (i.e. 5-year plan). Leads the development of orientation modules for children and youth formation and network members on the DC process and results.
- Facilitates linkages between partners working on the same Strategic Goals towards coming up with joint regional initiatives through advocacy or projects (as a working group).

Regional Programs/Projects (30%)

- Assists the Regional Coordinator in developing and implementing the Regions programs/projects policies based on the decisions taken at the Delegates Conference and TDH statutes, policies, and procedures.
- Develops, maintains, and ensures continuous improvement of the Region's programs / projects data base and record keeping systems.
- Screens, reviews, coordinate, and quality ensures all Countries / Regional programs / projects' proposals and reporting for submission to the Project approval committee and the Regional Coordinator.
- Takes part in all SACO Project approval meetings and ensures follow-ups.
- Organizes all regular meetings of the Programme staff and ensures proper documentation of meetings is conducted.

3. OTHER (20%)

Focal Persons on strategic goal thematic issues

- Advises the Regional Coordinator and Country Coordinators on strategic and annual planning on the assigned thematic focus.
- Coordinates activities for greater regional integrated and impact interventions on that specific theme.
- Reviews project proposals and presents recommendations in what relates to the thematic focus.
- After consolidation of Country and Regional reports by the Regional Office, reviews annual reports on the focal theme.
- Provides coaching of TDH program staff and partners on the theme.
- Participates in relevant conferences and events related to the thematic issue.
- Proposes and facilitates learning and sharing on the theme amongst partners and between partners and thematic experts and organizations/forums.

Fundraising

- Identifies fund raising opportunities in the relevant country and collaborate with other NGOs, public sector organisations as well as international donors like EU etc and informs the Regional Coordinator for agreement on further steps.
- In conjunction with the Regional Communications Officer, implements the Communication plan for advocacy and fund raising.

Human Resources

- In conjunction with the RC Coordinates the Region's performance management program in accordance with the Region's timelines, policies, and procedures.
- In conjunction with the Regional Coordinator develops the annual employee skills, training and development plan and implementation.
- Responsible for the overall capacity-building and teambuilding of the regional staff, based on recommendations from the annual staff appraisals.

DIRECT REPORTS:

- ***Country Coordinators***
- ***Project Officers***
- ***Regional Communications & Project Officer***

Areas of competences and qualifications

Experience

Essential:

- *Must have more than 10 years of experience in Programme and project management working preferably in multi-country programmes in Southern Africa, and in a children's or human rights organization or other development organizations.*
 - *Must have at least 5 years of experience working in a senior management position of a **local or regional** child rights or child-focused organization.*
- Experience in the design and implementation of regional projects.*
- Experience in guiding the process of elaborating and monitoring of strategic plans and advocacy plans.*
- Experience of work in East and West Africa will be an added advantage.*

Education

Essential:

- *At least completed a bachelor's degree related to sociology, humanities, community development; **A Post-graduate diploma or Master's degree in Child -Rights/ Human Rights/ Development and other similar fields that are relevant for the scope of work of TDH will be an added advantage.***
- *Advanced level of understanding of child rights principles and concepts, as contained in international child rights instruments, and in general, in national laws in the region.*
- *Advanced level of understanding on child rights programming, child participation, child rights advocacy and network management in the region and preferably in the continent.*
- *General understanding of national situation of child rights and human rights context in Africa.*
- *Understanding of gender and safeguarding concepts*
- *Human Resource management (basic)*
- *Donor relations*
- *Advance knowledge of the Project cycle in all its stages*
- *Advance knowledge of programme strategic planning and tools*
- *Organizational development and management for NGOs or human rights organizations*

Skills

- *Proficient in written and oral English and another language spoken in the working countries.*
- *Able to communicate with government representatives, NGO partners, and children and youth.*
- *Able to supervise and mentor staff.*
- *Able to work in a team and follow instructions on delegated tasks.*
- *Able to work with people from different cultures.*
- *Good organizing and facilitation of trainings.*
- *Communication, advocacy, networking, and alliance building.*
- *Good report writing skills.*
- *Conflict resolution and problem solving, applies the do no harm principle.*
- *Basic knowledge of Portuguese will be an added advantage*

Attitude

- *Committed to child rights and human rights.*
- *Independent and proactive in initiating and developing own ways and strategies to complete tasks and responsibilities, with minimal supervision.*
- *Confident to constructively give and receive feedback.*
- *Is consultative and participatory in management.*
- *Is gender sensitive.*
- *Able to work in a team and follow instructions on delegated tasks.*
- *Child-sensitive and can interact with children from different age groups.*