

Terms of Reference: PROGRAMS MANAGER

1.0 ABOUT PAMOJA FOR TRANSFORMATION

Pamoja for Transformation is a politically and denominational neutral peace and development organization. **Our vision is, a peaceful, just and prosperous society.**

We seek to contribute to resolving structural and latent conflicts that arise from weak governance systems, structural injustices, ethno-politics and economic inequalities. We serve communities affected by conflict with resources and tools to move from crisis and poverty to peace and development. We particularly support local, community-based initiatives that strengthen resilience against violence and promote sustainable economic opportunities and employment. We mainly work with disadvantaged groups including and Not limited to; women and youth; pastoralists and rural communities; as well as refugees and asylum seekers.

The organisation operates at the nexus of security, peace and development, and works with civil society, private sector and State institutions to address the drivers of violence and poverty. We apply an integrated approach to development that combines peace building and economic development strategies to attain sustainable change. All projects contribute to the goal of reducing disparities and improving the safety and socio-economic situation of disadvantaged communities. Our main programmatic areas of focus are: **Skills & Enterprise Development, Peace and Governance, Climate change Adaptation and Mitigation.**

2.0 THE POSITION

Pamoja for Transformation seeks an accomplished, self-driven and result oriented individual who will make substantive contributions to the organization's strategic plan and programming. The Programs Manager will provide technical oversight in the design and implementation of the programs, working closely with the Executive Director and overseeing the Program Coordinators for (Peace and Governance and Skills and Enterprise Development and Climate Change Adaptation and Mitigation). S/he will also double up as the coordinator for the Climate Change Adaptation and Mitigation Program. Play a lead role in ensuring the programs and projects are implemented effectively and efficiently. The in consultation with the MERL coordinator, the PM will be responsible for tracking analysing and reporting program results for learning and alignment to the strategic plan. The PDM will maintain primary relationship with internal and external partners to advance shared goals and advocacy strategies around our programs. Develop and use a variety of tools, such as advocacy, communications, resource mobilization and research, to advance agendas around all program areas. He/she will be part of senior management as well as responsible for staff capacity development.

3.0 ESSENTIAL DUTIES & RESPONSIBILITIES

3.1 PROGRAM MANAGEMENT:

- a) Provide strategic leadership and oversight of Pamoja's programming, working closely with the program coordinators to ensure the successful delivery of the programs
- b) Ensure strategic objectives and results are achieved through annual and quarterly activity planning and budget forecasts. Lead quarterly technical review of implementation plans and update program work-plan as needed to respond to changing dynamics/needs and emerging opportunities.
- c) Provide targeted technical guidance and expertise to country implementation teams to ensure the design and implementation of projects. Mentor program coordinators and teams in technical areas.
- d) Ensure program implementation is on time, target and budget, using effective M&E systems to reach desired impacts, and develop mechanisms for targeted research to inform program design and adaptation.
- e) Ensure that program implementation adheres to all Pamoja programs quality standards and best practices for program management. Produce internal reports and conduct reviews on the performance and progress of organizational fundraising against agreed financial targets and annual objectives.
- f) Create and maintain systems ensuring effective and transparent use of financial resources for timely and informative reporting in line with donor and Pamoja policies and procedures.
- g) Create and maintain proper conditions for learning within and across Program teams. Establish a safe environment for sharing of ideas, solutions, and difficulties and the capacity to detect, analyze and respond quickly to challenges. Identify performance gaps and training opportunities for Pamoja teams and ensure the design and delivery of high-quality training and technical assistance.
- h) Develop Program learning documents and facilitate the dissemination of promising practices and lessons learned with internal and external stakeholders.
- i) Ensure all interventions adhere to Pamoja's Gender Policy, Do No Harm principles, and participant accountability standards.
- j) Work with the relevant stakeholders to regularly monitor program operating context and develop a comprehensive strategy to integrate sector best practices and building of the existing portfolio of programs.
- k) Identify needs and opportunities and provide relevant information to facilitate the program team's ability to develop and adapt activity ideas.
- l) Manage due diligence processes, facilitate Program audits and coordinate with program and senior management team on external evaluations and publicity.

3.2 FUNDRAISING:

- i. Support broader fundraising efforts underway across the organization, including through co-drafting applications with the Fundraising Committee and program coordinators, offering perspectives on where nature-related 'angles' could be incorporated into proposals, and developing project concepts with consortia of partners as needed.
- ii. Develop a resource mobilization strategy to expand the programming portfolio within the targeted regions and lead representation, donor outreach and new business development efforts to leverage additional funding for the organization.
- iii. Research develop and execute strategies for key institutional funding opportunities, including analysing competition and articulating the organizations value-add.
- iv. Develop and lead scoping frameworks to identify funding opportunities and strategic partnerships, including participating in strategic meetings with donors/ relevant to the organization mission.
- v. Expertly speak on behalf of the organization to Bilateral and international donors, private sector and civil society, National and County government partners.
- vi. Plan and manage the proposal development process for funding opportunities, working closely with the Program teams and management team to develop high quality and diverse funding options
- vii. Support other areas of business development (i.e. Result-based financing, public-private partnership, philanthropic fundraising) as required in the organizational strategy. In particular, support the management team in researching and developing a strategic investment framework for RBF.

3.3 FINANCE AND COMPLIANCE MANAGEMENT

- i. Coordinate the negotiations and compliance of agreements and contracts with development partners.
- ii. Work closely with the Executive Director and Finance Manager to recruit, orient and lead team members as needed.
- iii. As part of the senior management, work closely with Finance team to ensure compliance, due diligence and accountability for the delivery of high-quality programming
- iv. Where applicable take part in drafting and/or review consultancy scope of work, support in managing aspects of consultancy technical deliverables, efficacy and contract budget.

- v. Monitor program spending and program budget to ensure activities are implemented within the cost, time and in compliance with donor regulations and Pamoja policies.
- vi. Support staff develop activities mini budgets for effective tracking of expenditures as needed.
- vii. Supervise the Program Coordinators to provide technical oversight to the program team and local partners.
- viii. Review / design capacity building plans to ensure Staff capacity to address organization demands is enhanced.
- ix. Facilitate dialogue and learning among CSO partners, community representatives and County government and National government officials from the target areas.
- x. Meet regularly with the program team to evaluate project progress,
- xi. Promote learning and documenting program lessons and practices and sharing with program partners and stakeholders.

3.4 INFLUENCE AND REPRESENTATION

Drive innovation through effective influencing, advocacy, and communication strategies:

- i. Represent Pamoja at internal and external events and meetings to highlight the work of our programs and share evolving evidence to support Pamoja models.
- ii. Contribute to the implementation of the Communication strategy (e.g., by organising events, developing content for written materials/website, participating in campaigns etc.); participate in and contribute to the development of annual and quarterly reports
- iii. Represent Pamoja in public forums and networking opportunities; always behaving in a manner consistent with Pamoja's brand and values
- iv. Lead outreach and representation to a variety of donors and partners, including institutional donors, foundations, and private donors to promote the Pamoja programming approach and secure additional resources to support the program's resource mobilization strategy.
- v. Develop a communications plan to disseminate Program learning through various forms of media and speaking engagements.
- vi. Demonstrate flexibility, resilience, and ability to maintain positive relationships and composure by maintaining high ethical standards including respect and dignity.
- vii. Support the Executive Director to identify, build and manage collaborative partnerships with partners, donors, local governments and other stakeholders
- viii. Communicate effectively to ensure overall program targets are met by county government, local leaders, partner agencies, and other key stakeholders.

- ix. Maintain productive working relationships and ensure close coordination and sharing of information with relevant partners and other program stakeholders.

4.0 SUPERVISORY RESPONSIBILITY

Reports Directly To: Executive Director **and Works Directly With** Finance Manager,

4.1 Accountability

Provide programme and operational management support to the Executive Director, in support of the Program and organization strategy and programming.

The direct line manager of the Program Coordinators (SED, P&G, MEARL and CCAM) and support program officers, external consultants and other program teams

4.2 Team Management

- i. Supervise and provide support in the development of team members' professional skills and conduct staff reviews as appropriate
- ii. Create and sustain a work environment of mutual respect where team members strive to achieve excellence.
- iii. Promote accountability, communicate expectations, and provide constructive feedback via performance reviews.
- iv. Provide team members with information, tools and other resources to improve performance & reach objectives.
- v. Supervise and regularly coordinate with project staff and support departments to ensure smooth planning, preparation, implementation, and monitoring and evaluation of program activities. Develop a framework for adaptive management and program iteration driven by research and learning.
- vi. Provide overall leadership to a broad team of program staff ensuring synergy, sharing of best practices and resources.

4.3 Accountability to Participants and Stakeholders

Pamoja team members are expected to support all efforts toward accountability, specifically to our program participants, community partners, other stakeholders, and to international standards guiding and development work. We are committed to actively engaging communities as equal partners in the design, monitoring and evaluation of our field projects.

5.0 Minimum Qualifications & Transferable Skills

- i. Minimum 7 years of experience delivering high-impact programming, including skills in program management, implementation and/or technical leadership. Experience in complex/fragile environments is an added advantage.
- ii. In-depth technical knowledge related to Peace and Governance, Skills and Enterprise, climate change, gender and experience supporting program teams to achieve technical excellence in youth and gender programming.
- iii. Experience driving research and learning agenda and ensuring that key research findings and learnings are disseminated internally and externally to support learning and profile raising.
- iv. Direct experience working across multiple departments/geographies to achieve high-level results, and flexibility and comfort working across multiple reporting lines.
- v. Ability to effectively represent Pamoja and its interests to key stakeholders.
- vi. Demonstrated experience with donor representation, proposal development and resource mobilization in support of a fundraising strategy.
- vii. Proven verbal and written communication skills and ability to distill complex information and data into accessible conversation and written pieces.
- viii. Ability to multi-task, organize and prioritize daily tasks and the big picture.
- ix. Demonstrated flexibility and creativity in planning and problem-solving.
- x. Strong written and spoken communication skills in English and swahili required.
- xi. Ability to effectively manage a team and apply relevant Pamoja's procedures and approaches.
- xii. Experience supporting technical capacity and skill development amongst diverse teams.

7 Qualifications and Education

- a) Superior quality bachelor's degree from a recognised university
- b) Relevant postgraduate qualifications preferred.
- c) Excellent skills in written and spoken English.

6.0 Terms of Employment

We are an equal opportunity employer, and strive for gender, diversity and inclusion in our staff, without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, ethnicity, age, disability, marital status, or any other characteristic.

How to Apply:

Interested and eligible applicants are advised to email their applications including resume, at least three referees in Ms Word or PDF to pata@pamoja-transformation.org with the position Title as the subject not later than 4.00pm on 29th March, 2023 and addressed to the Hiring Manager.