**JOB DESCRIPTION**

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| **DESIGNATION: - Program Manager** | **DIRECT REPORTING TO : Executive Director** |
| **NATURE OF APPOINTMENT: Full Time** | **DATE :** |
| **Location : NCHRDU- Ntinda Kampala** |
| **Job Purpose** |
| The Program Manager will be responsible for the implementation of the NCHRDU Appropriations (NCHRDU) Project. The Organisation entails working in partnership with member organiztions,government agencies and inter-agency /bodies, civil society organizations to ensure the capacity of HRDs is enhanced, advocacy for a better working environment for HRDs, protection of Human Right Defenders and vulnerable people from all forms of abuse, exploitation and violence including physical and humiliating punishment through a stronger HRD protection legal framework and systems. The position ensures that the different components of NCHRDU are implemented in an integrated and coordinated way, and consistent with the coalition Strategy. S/he is responsible for the successful implementation of planned activities, the achievement of quality deliverables within the targeted timeframe and budget. S/he is also responsible for ensuring that the technical inputs and support are provided to the project team, to NCHRDU staff in program offices and to partner CSOs and HRD-led groups in all project sites. With the support of the Executive Director, Managers, and relevant Technical Advisors, s/he is responsible for the review and refinement of strategies over the project cycle; identifying and resolving project issues; and using tools that will help measure project success.The program manager is a member of the senior management team and may deputize the executive director as and when called upon.. |
| **KEY PERFORMANCE AREAS** |
| **Programming/Program Implementation*** Oversees the management of project operations ensuring timely and quality implementation of activities and utilization and/or disbursement of funds according to the approved plan and allocated budget;
* Ensures that the program implementation aligns with NCHRDU’s core programming principles and frameworks, e.g., HRD’s Rights Programming including HRD’S participation, and gender equality;
* Cultivates a culture of quality within the NCHRDU Team and partners by leading the promotion and consistent use of the relevant thematic and cross-thematic Quality Benchmarks in strategic points in project operations including in partners’ projects;
* Leads the development, implementation, and monitoring of the detailed implementation plan;
* Oversees the preparation, review and monitoring of project budgets including monthly review and analysis of reports and budget reforecasts;
* Leads the review and revision of project strategies;
* Identifies and mitigates project risks and tracks and resolves project issues;
* Ensures efficient management and safekeeping of all project documents;
* Establishes systems and mechanisms to ensure the smooth implementation and delivery of results.

**Partnership Management and Organizational Capacity Development*** Provides oversight to partnership management and sub-award management, including the development and implementation of project plans with partners;
* Leads the design and organizing of the annual partners’ meeting and other partnership forums or gatherings in relation to the project in coordination with relevant NCHRDU staff and partners;
* Provides oversight to partner scoping, assessment, and evaluation processes in coordination with partner managers at the national and program office levels;
* Contributes to the generation of knowledge on Partnership Management and Project by identifying emerging good practices and approaches that are working and not working, including approaches that address the latter.

**Awards and Donor Management*** Ensures compliance to donor requirements including audit requirements and meeting the 70% threshold of the budget going to partners, and audit requirements”;
* Ensures clear communication of donor requirements and other project related information and updates to the project team, concerned program offices and partners
* Represents NCHRDU Team in regular project meetings and discussions within coordination with the Executive Director
* Organizes and oversees donor country visits
* Leads the preparation and submission of the Project Annual Report, Audit reports and other reports required by the donor and NCHRDU
* Ensures that all relevant project and sub-award documents are submitted for posting

**Monitoring, Evaluation, Accountability, Learning and Documentation*** Promotes a culture of learning within the NCHRDU Team and among partners by leading the generation of evidence and knowledge based on program implementation, assessments, and reviews, and by conceptualizing research studies in coordination with PDQ;
* Leads the development, implementation and monitoring of the project MEAL plan including the design and conduct of baseline studies, midterm assessments and evaluation studies, ensuring that these align with NCHRDU’s MEAL framework and the relevant Program KPIs;
* Supports the MEAL Officer in ensuring that MEAL activities are conducted in a timely manner and relevant findings and results are utilized to enhance program design and implementation;
* Leads the development of tools needed for the effective and efficient implementation of the project;
* Leads the analysis and consolidation of progress and outcomes in achieving the project objectives and results, and the generation of recommendations and lessons learned for program development and advocacy;
* Leads the annual planning, midyear and annual reviews and preparation of donor progress reports including monthly and quarterly operations reports, Program KPI quarterly updates and annual reports;
* Consolidates inputs to the coalition Annual Plan, coalition Strategic Plan and Coalition Annual Reports from project progress and results;
* Ensures that accountability mechanisms are set up within the project team and within partner organizations, and monitors the functioning of these mechanisms;
* Ensures the participation and sharing of information for all project stakeholders;
* Ensures that feedback and comments are entered into the Accountability Database Action Plan Tracker (ADAPT) system and responded to and resolved in a timely manner; and ensures that relevant feedback from HRDs, member organisation, communities and partners are utilized to inform project design, strategies, and activities.

**Program Staff Management*** Effectively leads and manages the performance of direct reports, ensuring that they fulfill their performance plans, support the development and implementation of quality programs for HRDs, protection, M&E, Advocacy and Capacity building, and contribute to the achievement of the country office’s goals and objective
* Conducts regular team meetings for purposes of program / financial review and planning and to ensure steady progress towards the achievement of the project results; Makes use of metrics to track the projects and team’s performance
* Implements performance management processes (i.e., performance plans, midyear conversations and yearend reviews) and ensures that these are conducted in a timely manner;
* Complies with all relevant human resources policies and procedures;
* Builds and supports a high performing team through appropriate supervision, training, coaching, mentoring and team building
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| Internally | Executive DirectorSMTStaff |
| Externally | DonorsVolunteers and General Public Corporate OrganizationsNon Profit Organizations Campaign Volunteers Government |
| **KEY QUALIFICATIONS & PERSONAL CHARACTERISTICS REQUIRED:*** Master’s Degree in social sciences, Humanities, Law, Human Rights, Project Management or related field.
* Deep understanding of rights-based framework and demonstrated capacity in applying rights principles in programming.
* Strong knowledge and understanding of civil society movements and experience in managing partnerships and capacity building of CSOs, with at least 5 years of experience working in partnership with CSOs.
* Well-grounded with CSO, Government and Development partners work on human rights protection and promotion (Policies, laws and grant programs).
* Proven capacity in effectively managing and supervising staff
* At least 5 years of experience in project management in the development or human rights and governance context;
* Strong interpersonal skills including effective communication, influencing, negotiation and coaching;
* Highly organized, with good attention to detail and developed ability to prioritize multiple tasks to meet tight deadlines and organize work
* Can work well in highly stressful situations; able to manage multiple competing tasks, prioritize deliverables and meet reasonable deadlines
* Ability to work independently and in a team, to identify needs and address these promptly;
* Must be highly motivated and must possess initiative, discipline, and clear work ethic;
* Experience of supporting MEAL and beneficiary accountability systems;
* Willing to work long hours toward the attainment of project objectives and deliverables;
* Experience in training or providing capacity-building service
* Willing to travel to any part of the country and be deployed for both humanitarian response and development programming
* Understanding of CSO’s methodology and framework on program implementation including NCHRDU Partnership principles and framework
* Will adhere and promote NCHRDU’s core principles and HRD Safeguarding protocol and values.
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Application Process:

Kindly send applications to info@hrdcoalition.ug by 16th December, 2023 at 18:00 East African Time (EAST), including a cover letter outlining how you fit the job requirements and your areas of expertise; a CV; names and contacts of three referees and the salary expectations.