



Job Description

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Job Title Deputy Country Director - Programmes	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Director / CXO	Industry Non-profits (NGO)
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Non-profits (NGO): 10 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Job Summary

The DCD - Programmes (DCD-P) is responsible for overall programmatic leadership to deliver highest program quality standards in accordance with Organisation's Tanzania Country Strategy. This is achieved through proper program design, effective coordination, technical support and guidance to guarantee a cohesive team spirit and motivation to perform. S/he manages and ensures resource mobilisation, prioritisation and allocation, budgets, work plan coherence for impactful programming to meet the expectation of various stakeholders. The DCD – P also promotes excellent working relationships with core, technical sectors and implementing partners and supports integration of all program resources in overall strategy. S/he networks with relevant in-country stakeholders and donors and deputizes for the Country Director, as may be required.

Responsibilities

1. Strategic management for the Country Program

- Has a shared leadership accountability for the Country program strategy to deliver impactful programming and operations in Tanzania.
- Supports the development of a culture that reflects the values, vision and mission of the Organisation.
- Supports Organisation to deliver outstanding results for beneficiaries and is the main liaison focal with donors.
- Participates in designing and managing a coherent organizational structure that is consistent with organizational practices and appropriate to program needs.
- Participate in BI Senior Management and Country management Team meetings.
- Together with the Country Director, the Deputy Country Director -Programmes organizes/participate in the meetings of the Board of Directors of the Organisation.
- Participate fully in the annual budget process, leading the program budgeting process, and provide ongoing oversight and management of program budgets.

2. Program Development and Implementation

- Has delegated responsibility for delivery of high-quality programming in line with the aspirations of the Organisation country strategy.
- Coordinates overall funding process from donors including identifying strategic leads, developing funding strategies that support country program growth.
- In close coordination with PRL and in-country teams, lead the development of high-quality concept notes and proposals for submission to various donors.

- Serves as overall budget holder for programming department; manage and support budget holders for individual projects and grants.
- Ensures programs are implemented in ways responsive to the communities in line with Organisation principles, approaches, values and compliance procedures.
- Working closely with government and grassroots organizations or groups to strengthen national capacity for impactful programming results.
- Ensures program implementation staff are well versed and are effectively applying organizational policies and practices that result in successful financial and programmatic audit scores.
- Ensures preparation of timely and high quality institutional and donor reports that reflects the impact of Organisation's programs in Tanzania.
- Supports monthly project-specific review meetings to identify and resolve when activities have stalled and work with program teams to resolve bottlenecks
- Leadership in organizing and managing external stakeholders' meetings to sharing and learning.

3. Monitoring, Evaluation and Learning

- Manages program performance frameworks that outline the objectives, inputs, outputs, outcomes and the indicators that will be used to measurements.
- Support program teams to track and manage program milestones and deliverables, ensuring that goals are met and deliverables are provided on time.
- Lead quarterly Programme Management Team (PMT) review meetings. Follow up and support implementation of 'Action Points' from quarterly PMT meetings.
- Coordinate assessments, research, studies, evaluations in accordance with the Organisation and donor guidelines to ensure that relevant reports are produced on time.
- Ensure action planning and execution to resolve audit and evaluation findings and recommendations in a conclusive and timely manner.
- Promote learning by ensuring information that is gathered during the implementation is used for accountability and to inform future activities, or modify implementation approach.

4. Networking and Partnership

- Helps to establish, maintain, and improve active working relationships with the host government authorities at central and local levels. Represent Organisation in sector working groups, network/alliance meetings, events and forums at national and international levels.
- Manage relationships with stakeholders, participating in Organisation-wide and regional initiatives. Ensure effective partnerships at all levels as per standard procedures and guidelines of the organisation including building capacity of the partner organisations
- Support Program and Project Managers to strengthen networks in the collaboration with various actors at local levels as well as building strategic networks and alliances
- Ensure effective information flow and communication with other stakeholders including partners and international teams
- Initiate and nurture networks and alliances with academia, and research institutions

5. Staff Management, Mentorship, and Development

- Promotes accountability and high performance, encourages a team culture of learning, creativity and innovation.
- Ensures appropriate staffing within Programs Department/unit including at field office levels for all staff to understand and to perform their roles.
- Manages Program team; define expectations, provide leadership and technical support as needed, and evaluate direct reports regularly
- Manages the recruitment, training, and promotion of staff as appropriate and ensure availability of appropriate professional development opportunities for staff
- Incorporates staff development strategies and Performance Management Systems into team building process.
- Manages the performance of all staff in the Programme Department through effective use of the Performance Management System, including the establishment of clear, measurable objectives, on-going feedback, periodic reviews and fair and unbiased evaluations.

6. Staff Safety and Security

- Work with the Safety and Security focal persons to ensure that minimum operating standards are met by field teams and that periodic security assessments are carried out and reports submitted to the Country Senior Management team on time.

Education & Qualifications

- University Degree in development, business, education, social sciences, or other related fields.
- Postgraduate qualifications in the same field (added advantage).
- Good understanding of the main program sectors of the organisation, including education, health, food security/livelihoods, youth, and women empowerment.
- Excellent knowledge of establishing and managing strong monitoring, evaluation, and learning systems for complex programs.

Requirements

- A minimum of 10 years of management experience in an NGO or other humanitarian environment, including significant field operations in running development programs.
- Proven experience in designing and winning competitive proposals for major institutional donors, as well as managing grants and ensuring donor compliance.
- Experience in designing and conducting quantitative and qualitative data collection, including social impact assessments, desk reviews, interviews, and fieldwork.
- Substantial knowledge and experience in effective financial and budgetary control and supporting projects to stay on course with implementation.
- Previous experience managing and developing a sizeable team, with the ability to lead, motivate, and develop others to achieve high-impact results.
- Exceptional general management and communication skills, including the ability to communicate effectively with people of varied professional and cultural backgrounds.

Characteristics

- Strong strategic and creative thinking.
- Demonstrated ability to take a strategic view across a large complex program.
- Excellent communication and negotiation skills
- Demonstrated skills in writing, editing and reporting
- Good knowledge of financial and administrative management
- Personal commitment, drive for results, efficiency and flexibility
- Proficiency in the use of MS Office
- Ability to mobilize and influence different audiences and communities
- Able to capacity build and develop others
- Commitment to the organisational vision, mission and values

Driving Licence

Not Required

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