



# Job Description

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<b>Job Title</b> Director of Programmes	<b>Job Location</b> Dar es Salaam	<b>Category</b> Project & Program Management
<b>Job Type</b> Full Time	<b>Job level</b> Director / CXO	<b>Industry</b> Non-profits (NGO)
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Non-profits (NGO): 7 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Project & Program Management: 7 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

As Director of Programmes, you are responsible for setting program strategy and managing the implementation, design innovation, monitoring, and evaluation of all organization programs to ensure the teams meet the objectives set. Over the next two years, we intend to run high-quality evaluations of our program, including an RCT, and so you will also be responsible for coordinating a team of researchers and overseeing aspects of research delivery. You will also have a position in the senior management team of the organization and be expected to show leadership across a range of broader organizational matters.

## Responsibilities

### 1. Organizational leadership (10%)

Senior management: Actively participate in weekly senior management meetings. Work with CEO and other Directors on cross-cutting strategic issues including org strategy, budget, fundraising and people/team.

### 2. Program strategy (20%)

- Strategy: Set the overall program vision and direction to deliver impact. Explore new evolutions for the program. Contribute to setting organizational strategy, representing the Program Team within these decisions
- Planning: Set program team Objectives Key Results (OKRs), and milestones and hold the team accountable to delivering these
- Resource management: Determine the staffing and financial resources required to hit these targets
- Finances: Develop Program Team budget and maintain financial accountability
- Stakeholder engagement: Develop messages for the government on program strategy and plans. Engage and manage relationships with external program partners (e.g. government partners/researchers/advisors)

### 3. Program team management (30%)

- Coordination: Ensure effective communication and coordination of activities across reports - implementation, innovation, MEL - through team meetings
- Management: Manage three direct reports through weekly check-ins:
- Implementation Manager is responsible for delivering high-quality execution of the program design.
- The Innovation Manager is responsible for continually improving the design of the program to deliver impact.
- MEL Manager is responsible for measuring the effectiveness of the program and developing a culture of learning with the organization.
- Program materials: Provide deep-dive targeted support on key program deliverables (e.g. close oversight of innovation pipeline)
- Program visits: Conduct program visits to ensure quality of implementation / delivery and to identify program learnings

### 4. Research team engagement (20%)

a.Coordination: Establish regular touchpoints with a team of external research partners including academics and Government officials

b.Technical research design: Lead technical discussions on aspects of evaluation and study design

c.Research delivery: Oversee Program Team to manage delivery of a research project

#### **5.Program reporting (20%)**

a.Learning: Synthesising program learnings and achievements to support internal teams (management + innovation)

b.Developing program reports to inform funders and external partners about program achievements

c.Stakeholder engagement: Presenting program reports to external partners including donors and government and disseminating program outcomes and results.

d.Strategy: Set the overall program vision and direction to deliver impact. Explore new evolutions for the program. Contribute to setting organisational strategy, representing the Program Team within these decisions

e.Planning: Set program team Objectives and Key Results (OKRs), and milestones and hold team accountable to delivering these

f.Resource management: Determine the staffing and financial resources required to hit these targets

g.Finances: Develop Program Team budget and maintain financial accountability

h.Stakeholder engagement: Develop messages for the government on program strategy and plans. Engage and manage relationships with external program partners (e.g. government partners/researchers / advisors)

#### **6. Program team management (30%)**

a.Coordination: Ensure effective communication and coordination of activities across reports - implementation, innovation, MEL - through team meetings

b.Management: Manage three direct reports through weekly check-ins:

c.Implementation Manager is responsible for delivering high-quality execution of the program design.

d.Innovation Manager is responsible for continually improving the design of the program to deliver impact.

e.MEL Manager is responsible for measuring the effectiveness of the program and developing a culture of learning with the organisation.

f.Program materials: Provide deep-dive targeted support on key program deliverables (e.g. close oversight of innovation pipeline)

g.Program visits: Conduct program visits to ensure quality of implementation/delivery and to identify program learnings

#### **7. Research team engagement (20%)**

a.Coordination: Establish regular touchpoints with a team of external research partners including academics and Government officials

b.Technical research design: Lead technical discussions on aspects of evaluation and study design

c.Research delivery: Oversee Program Team to manage the delivery of a research project

#### **8. Program reporting (20%)**

a.Learning: Synthesising program learnings and achievements to support internal teams (management + innovation)

b.Developing program reports to inform funders and external partners about program achievements

c.Stakeholder engagement: Presenting program reports to external partners including donors and government and disseminating program outcomes and results

**Location & Travel:** 75% Dar es Salaam, 25% domestic travel

### **Education & Qualifications**

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Bachelor's Degree in relevant field. A master's degree will be an added advantage.

### **Requirements**

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7-10 years experience in program management

### **Characteristics**

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- **Vision and values:** Passionate about our vision and consistently display our organisational values
- **Leadership and ownership:** Demonstrated ability to deliver in positions of organisational responsibility and Able to independently plan, drive forward and manage day-to-day responsibilities. Willing to suggest the path forward, "go first" and take calculated risks despite uncertainties. Be accountable to agreed deliverables and outcomes
- **Communication:** Clear in both verbal and written Consistent and proactive communication with team members, the board, funders and all partners

- **Growth Mindset:** Consistently demonstrate the desire to grow Being willing to provide, request and receive feedback and coaching
- **Innovation mindset:** Uniquely focused on establishing and delivering Consistently pushing the organisation to understand how the program is and can be more impactful
- **Organisation skills:** Exceptional organisational skills across the full range of program Including excellent task delegation and prioritisation skills
- **Public health knowledge:** Understand the context and the problem we are trying to
- **Research experience:** Prior experience of leading world-class research programs, ideally including RCTs

## Reporting To

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CEO

## Driving Licence

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Not Required

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