

JOB DESCRIPTION

Job Title: Country Programme Manager

Reports to: Country Director

PURPOSE OF THE POST

1. To provide strategic leadership, management, growth and expertise to the programme in Bangladesh. This includes the oversight of relationships with partners, timely disbursement of funds to partners, the provision of technical support for staff and partners as well as the support needed to comply with donor reporting and program quality standards
2. To ensure the programme meets international standards
3. To provide timely and high-quality proposals and reports to donors
4. To ensure the development and utilization of best practice for technical interventions
5. To network with, and represent Muslim Aid to partners, government authorities, donors, INGOs, local NGOs, CBOs.

KEY WORKING RELATIONSHIPS

- Country Director and CO staff especially programme and finance and is part of Country Office Management Team
- Has regular contact with the South Asia and the Institutional Funding Desks at Muslim Aid HQ as well as institutional donors
- Communicates effectively and systematically across the organisation
- Engages and networks with the wider community by attending and representing Muslim Aid and meaningfully engaging within country institutional donor agencies, Muslim Aid Partners, peer organisations, umbrella organisations, forums, networks and other key stakeholders

SCOPE AND AUTHORITY

Scope of the Role:

Reporting to the Country Director, the scope of this role is to ensure a quality humanitarian response and development programme in Bangladesh in line with MA global and country strategies, and as per donor requirements.

KEY ROLES/RESPONSIBILITIES AND ACCOUNTABILITIES

The Head of Programmes is accountable to fulfil his/her roles and responsibilities in Program line with MA's code of conduct, values and principles, and to report to his/her line-manager regularly on the basis of annually defined key performance indicators (KPIs).

Programme Development (at least 40% of time)

1. Provides strategic direction to the programme, to ensure it works towards reducing poverty in a sustainable manner and responds to emergencies effectively
2. In coordination with the Country Director and respective technical resource persons, oversees the development of the Muslim Aid country specific Strategic Program Plan that is in accordance with the Muslim Aid global strategy
3. Takes a lead role in strategic planning and the annual planning process
4. Designs programmes and projects based on the Country Strategic Plan and Emergency Preparedness Plan
5. Proactively identifies opportunities to build key stakeholder relationships, and takes the initiative to follow up with necessary action
6. Working with the Business Development Manager ensures the development of timely and good quality concept notes, donor proposals to expand the programme, using a participatory approach involving all relevant stakeholders and proactively cultivates existing and new partner and donor relationships in order to diversity the funding base.
7. Assesses the environment as well as Muslim Aid strengths and opportunities.
8. Mobilises proposal design teams to draft and submit proposals that efficiently include value-adding input from diverse sources.

Implementation and Quality of the Programme (at least 25% of time)

1. Makes key decisions in relation to the programme implementation, and offer solutions to problems that arise during the implementation of programmes
2. Ensures the programme meets quality Standards and international Codes of Conduct
3. Ensures the programmes are implemented and evaluated in a consultative and participative manner through regular field visits

4. Ensures the timely submission of high-quality reports to HQ and donors, according to the appropriate guidelines
5. Supports program and partner staff in designing and conducting baseline surveys, mid-term evaluations, and final evaluations as per the program's approved MEAL plan.
6. Promotes knowledge management and risk management as a part of all staff's responsibilities.
7. Ensures detailed and realistic project implementation plans are developed with project staff and partners.
8. Regularly travels to the field to visit projects and support further progress.
9. Regularly reviews progress against indicators.

Management

1. Actively participates in the Country Management Team (CMT)
2. Facilitates team building across the Programme, MABCO and the wider organisation
3. Motivates the programme team and ensure they have clear objectives and receive meaningful feedback on their performance.
4. Organizes the team's work around shared vision and goals.
5. Holds regular program team meetings and ensures action points from team meetings are accomplished.
6. Identifies and utilizes individual talents toward program goals.
7. Coaches staff to grow and perform their jobs well.
8. Works collaboratively with staff and keeps them well informed.
9. Promotes positive conflict resolution and ongoing learning among the team(s).
10. Supports staff and local partners to build effective relationships founded on respect and trust.
11. Deputises for the Country Director whenever requested to do so (it is estimated this task will involve up to 10% of the Head of Programmes time)

Networking and Communication

1. Builds relationships with donors and other INGOs in Bangladesh
2. Ensures regular and effective communications are maintained within the programme, and with the Regional Desk at MA Headquarters in the UK.

3. In coordination with the Country Director, assures representation of Muslim Aid and coordination of Muslim Aid programming at the various levels with the Bangladesh Government entities and other key development actors and stakeholders in the country. Serve as Acting CD in charge of the country program during the absence of Country Director if requested.

Budgetary responsibility

1. Assists the programme team to develop, finalise and closely monitor the programme budget
2. Responsible for ensuring that Programming staff are well-equipped to properly manage their budgets;
3. Overall responsibility to ensure that each project budget in Muslim Aid Bangladesh is well managed and adheres to donor intent and regulations;
4. Coordinates preparation of the annual budget and annual programme
5. Works closely with the Finance Department to ensure effective financial and budgetary control of the programmes, according to MA's policy and procedures
6. Ensures proactive corrective measures are taken to address any potential over/under spends in project budgets

PERSONAL SPECIFICATION

ESSENTIAL

Experience

- Experience of working with various International NGOs in developing countries.
- An in depth understanding of national and international development issues in particular in relation to community development.
- Experience of developing proposals for a variety of donors
- Experience of successfully fundraising and dealing with EC, ECHO, UN and DFID
- Experience of developing links with INGOs, Government agencies, Institutional donors and other stakeholders
- Experience of and commitment to participatory management and maintaining a supportive, open environment to ensure the learning and development of all staff.
- Experience of managing and mentoring local and international staff.

- Familiarity with the Sustainable Goals, Sphere Standards, Do no harm policy, Red-Cross/ Red-Crescent Code of Conduct, CHS

Skills

- Good interpersonal skills including the ability to listen, sensitivity to other peoples' views and perspectives, and conflict resolution.
- Strategic leadership skills
- Good organisational skills and a practical knowledge of support service management
- The capacity to develop and maintain an understanding of and be sympathetic to the social, cultural and political context of the post
- Ability to represent, liaise and negotiate at different levels (national, provincial and local).
- Excellent communication skills
- Knowledge/familiarity/expertise in programme areas: e.g. Emergency Response, Community Development, Microfinance
- An ability to work under pressure with limited support.
- Knowledge/familiarity with country/region
- Excellent written and spoken English
- Working knowledge of Microsoft Word and Excel
- Committed to Muslim Aid values and code of conduct.

Qualifications

- University degree or its equivalent in management, social science, international development, public administration, or a related field
- Relevant experience in project development

DESIRABLE

Experience

- Experience of working specifically towards, and reporting against the Sustainable Development Goals

Skills

- Knowledge of written and spoken Bengali

Qualifications

- Post graduate qualification in social science, international development, public administration or related field