

JD TEMPLATE VERSION	July 2021
JD LAST REVIEWED ON	June 2024

# Job Description

<b>JOB TITLE</b>	Programme Director	<b>REPORTS TO</b>	Executive Director	<b>JOB LEVEL</b>	NA	<b>LOCATION</b>	Kathmandu
<b>OBJECTIVE OF THE JOB</b> <i>The job holder will .....in order to.....</i>		To provide overall leadership and management of the programme work, ensuring the achievement of UMN's strategic programme objectives, adapting and developing programme strategy, and building technical and management capacity for the long term to ensure UMN is effectively contributing to the transformation lives of the Poorest people living in poverty and the communities they live in.					
<b>AREAS OF RESPONSIBILITY</b>				<b>DECISION MAKING</b>		<b>QUALIFICATION &amp; EXPERIENCE</b>	
<b>1) Strategic Programme Development:</b> <ul style="list-style-type: none"> <li>Responsible for contributing to overall strategic planning by developing and proposing a strategic direction for the programme which sets out geographical and technical sector focus areas for programme expansion and consolidation, piloting new interventions and if proven successful, can be scaled up in future donor proposals.</li> <li>Responsible for taking the lead in conceptualising and developing project designs/proposals for submission to potential donors for funding.</li> </ul> <b>2)Program Implementation Effectiveness and Accountability:</b> <ul style="list-style-type: none"> <li>Ensure there is a practical programme-wide M&amp;E and reporting system that includes both quantitative and qualitative methods for tracking and reporting implementation progress and impact related to project outcomes and outputs, in coordination with MEAL Team.</li> <li>Guide and support Thematic Leads and Programme Partner Team Leader in developing detailed implementation plans and budget expenditure timelines for existing and forthcoming projects that align with approved project designs.</li> <li>Ensure that proper community development principles and Cross Cutting issues are mainstreamed and upheld throughout the planning and implementation of projects.</li> <li>Ensure Do no Harm principles and policies related to child protection, gender discrimination/harassment, fraud, etc. are fully adhered to throughout the program.</li> <li>Facilitate &amp; encourage the forging of appropriate partnerships &amp; relationships nationally and internationally to enable the development of the programme work of UMN, including participation in relevant networks.</li> </ul> <b>3) Donor compliance and Financial Accountability:</b>				The post holder is responsible for decision making in all areas affecting: <ul style="list-style-type: none"> <li>Programme design and development.</li> <li>Approval of plans and budgets of programmes and projects.</li> <li>Operational decisions in the running of the Programme team including Clusters.</li> <li>Partnership principles.</li> <li>Senior programme team staff selection</li> <li>Ensuring all relevant teams are involved in decisions regarding programme work.</li> <li>Where appropriate and in consultation with the ED,she/he will involve the Leadership Team in major program related decisions.</li> </ul>		<b>Essential:</b> <ul style="list-style-type: none"> <li>Minimum Post Graduate degree.</li> <li>Minimum 7 years of experience in social development organisation of which 3 years must be in senior management/leadership position.</li> <li>Experience in people management with extensive experience of community development.</li> <li>Experience in developing &amp; implementing new strategies in a large organisation in the field of development.</li> <li>Proven ability to manage multiple teams across wide geographical area including cross-cultural and multi-disciplinary teams.</li> <li>Proven experience in developing and maintaining strong relationships with multiple stakeholders.</li> <li>Demonstrated experience in formulating proposals and engaging with foreign institutional donors.</li> </ul> <b>Preferred:</b> <ul style="list-style-type: none"> <li>Experience of working with/in senior management capacity.</li> <li>Proficiency in fund management of organisation and programme.</li> <li>Familiarity /Usage of a Local Language, such as Nepalese, besides strong command over English.</li> </ul>	

<ul style="list-style-type: none"> <li>Before signing, ensure that all requirements/expectations within contractual agreements with donors are clearly stated, understood, feasible, and are in line with the Organisational principles and values, in coordination with Funding Team.</li> <li>Ensure that mutually agreed donor requirements/expectations are met during project implementation and suggest/negotiate adjustments when and where necessary.</li> <li>Ensure monthly grant expenditure tracking is taking place, that financial projections &amp; reports are being reviewed and any concerns are highlighted and acted upon as soon as they arise. This is done in coordination with Funding and Finance Teams.</li> <li>Ensure all programme related financial transactions and budget spending is in line as per the approved budget and requirements.</li> </ul> <p><b>4) Leading and managing Programme Staff:</b></p> <ul style="list-style-type: none"> <li>Plan for programme staff meetings as appropriate to enhance communication, report progress, celebrate success, and enable collaborative problem solving.</li> <li>Implement staff performance planning and appraisal at all levels within the Programme Team.</li> <li>Ensure all Programme staff have up-to-date Job descriptions and that annual performance plans align with it.</li> <li>Ensure a concise job description is developed to guide the recruitment process for programme staff and engage with the hiring process of senior staff of programme team.</li> <li>Provide overall leadership of the programme team as a whole, line manage Technical Leads including coaching, mentoring, and developing capacity of the team to effectively and meaningfully carry out their work.</li> </ul> <p><b>5) Managing Programme Related Contracted Consultants/Advisors:</b></p> <ul style="list-style-type: none"> <li>Ensure that all programme related external consultants, technical specialists and others are contracted as per detailed Terms of Reference that include specific expected outcomes and timelines for intervention and documentation.</li> <li>Ensure funding proposals and budget for needed external assistance are developed.</li> <li>Ensure all external consultants assisting the Programme understand, agree and adhere to the organisational principles and values.</li> <li>Submit Overall Programme related progress reports to the Executive Director for the Board of Trustees on a six-monthly basis which include significant issues/challenges have arisen and how they have been dealt with, or what plans are in place to address them.</li> <li>Ensure all formal programme-related documentation is placed and secured in a centralized data bank for future reference.</li> </ul>	<p><b>DIMENSIONS</b></p> <ul style="list-style-type: none"> <li>Member of UMN Leadership Team.</li> <li>Chair of the Programme Management Committee (PMC).</li> <li>Direct management of Technical Team Leaders and Programme Partner Team Leaders.</li> <li>Responsible for Programme budget.</li> <li>Chair of Disaster Response Committee.</li> </ul>	<p><b>SKILLS, ATTITUDES, BEHAVIOURS</b></p> <ul style="list-style-type: none"> <li>An ability to build a strategic vision, balanced with managing operational issues.</li> <li>A strength in networking and building effective relationships.</li> <li>A leader who will be trusted and respected by her/his teams.</li> <li>Advanced planning and organisation skills</li> <li>Be a team worker and build a value driven, committed, motivated and effective team.</li> <li>Proven ability to conceptualize, analyse, innovate, plan, write and execute ideas, as well as impart knowledge and skills.</li> <li>High level of interpersonal, communication and presentation skills.</li> <li>High level of negotiation skills.</li> <li>Demonstrated learning agility, pro-activeness and openness to embrace new technologies at work.</li> <li>Ability to travel extensively to gather firsthand information about progress in the field work.</li> <li>Ability to function effectively as a team leader and respect diversity in a team.</li> <li>Seeking to model the UMN values and vision.</li> <li>Abide by current UMN's policies.</li> </ul>
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