



Plot 33 Joseph Mwilwa Road, Rhodes Park, PO Box 30022, Lusaka Zambia.

lifelinechildline@yahoo.com

POSITION: PROGRAMMES DIRECTOR

1. JOB PURPOSE

To head the programmatic functions of LifeLine/Childline Zambia.

2. ROLES AND RESPONSIBILITIES

Leadership and Representation:

Work in consultation with the Chief Executive Officer in his/her leadership and representation roles. Act as Chief Executive Officer when the Chief Executive Officer is away.

Management and Supervision:

Directly manage and Supervisor Project Managers of different Projects the Call Centre Supervisors, and approve their individual work plans, Quality Control of respective reports before they are submitted to the donors and conduct staff appraisals. Manage consultants recruited specifically to provide input on programmatic aspects of the organisation's work.

Capacity Building:

Identify staff development requirements for programmes staff and ensure the implementation of initiatives designed to build staff capacity regarding their programmatic areas.

Implementation:

Manage the implementation of all programme activities, including monitoring and evaluation of programme implementation, and provide technical support to staff for the planning, implementation and evaluation of all activities. Ensure that all programmes are implemented according to the agreements signed with each donor.

Programme design:

Review and consolidate feedback received through programme implementation, including monitoring and evaluation reports and site visits, to design new interventions. Identify new intervention sites, attend initial meetings with political, religious and community leaders, and ensure the collection of baseline and other data to support the design of programmes.

Resource mobilisation

In consultation with the Chief Executive Officer, prepare technical / narrative proposals in order to seek funding from donors to cover the costs of LifeLine/Childline Zambia programmes as necessary and in pursuit of meeting the organisation's objectives.

Communication:

Ensure that each project team meets at least once per month and that the minutes are circulated to the Senior Management Team. Review the minutes of the weekly site meetings and ensure that any programmatic issues are addressed. Participate in the fortnightly Senior Management Team

meetings, ensure a comprehensive report is presented and follow-up any matters with the programmes staff.

Reporting:

Review all site, supervisory and other activity reports and ensure they are complete, to a high quality and have considered feedback from partners and well as fellow program staff. Prepare and submit quarterly or monthly narrative reports as required by the agreement signed with each cooperating partner. Contribute towards the quarterly narrative report for the Board and the annual narrative report for the Annual General Meeting at the request of the Chief Executive Officer. Ensure programmatic issues, challenges and recommendations are communicated to the CEO and partners in a timely and accurate manner.

Monitoring and Evaluation:

Ensure data is collected on an on-going basis to monitor the impact of all programmes, an evaluation of programmes is undertaken on a periodic basis to assess impact, and that programmes are refined to meet the changing needs of clients and beneficiaries. Travel to each LifeLine/Childline Zambia satellite office at least once per year to oversee programme implementation.

Liaison:

Liaise with the appropriate collaborating partners, such as the PLAN, SAVE the Children, UNICEF, other non-governmental organisations, community, faith and political leaders, and donors in pursuit of implementing the programmes to meet the organisation’s objectives. Liaise with the administrative and financial staff, to facilitate the smooth implementation of programmes at all times.

Other:

Carry out any other lawful assignments as assigned by the Chief Executive Officer to support the work of LifeLine/Childline Zambia.

3. REPORTING RELATIONSHIPS

Reports to:

- Chief Executive Officer

Others reporting to the above:

- Finance Manager

Immediate supervisor for:

- Project Managers
- Call Centre Supervisor
- District Filed Officers (

4. PERSON SPECIFICATION

Qualifications:

- Essential – Degree in, social sciences, development studies or a related field
- Desirable – Master’s Degree in, social sciences, development studies or a related field

Experience:

- Essential
 - At least six years programme management experience, with Five years at senior management level;
 - Thorough understanding of and experience with participatory approaches to social transformation;
 - Monitoring and evaluation of programme implementation.

- Desirable
 - Previous experience in a non-governmental organisation.
 - Previous experience in Gender Based Violence and Social Protection Program.

Skills:

- Leadership
- Managerial
- Communication
- Computing skills
- Report and proposal writing

Personal Attributes:

- Works in a collaborative way
- Committed to addressing health needs in a development context
- Excellent interpersonal skills
- Ability to coach and mentor staff