**JOB DESCRIPTION**

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| **Job Title:** | Programme Manager – Irish Aid |
| **Organisation:** | Gorta T/A Self Help Africa (SHA) |
| **Location:** | Ireland |
| **Contract type:** | Three-year fixed term contract, full-time |
| **Salary:** | €50,000 – 55,000 |
| **Reports to:** | Director of International Programmes |
| **About Self Help Africa:** | Established in 1984, Self Help Africa is an international development organisation dedicated to addressing hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life.We are driven by our vision for sustainable livelihoods and healthy lives for all in a changing climate, along with our core values of Impact, Innovation and Community. These values foster a culture of collaboration, inclusivity and a shared commitment to making a meaningful impact in the communities we serve.Self Help Africa's current Irish Aid funded programme comprises 10 projects delivered in 7 countries (Burkina Faso, Ethiopia, the Gambia, Kenya, Malawi, Uganda and Zambia) in addition to Development Education activities implemented in Ireland.   Seven projects focus primarily on Sustainable Food Systems such as strengthening dairy production in Ethiopia, cassava production in Kenya and production of drought tolerant crops in Zambia. Three projects focus primarily on Sustainable Landscapes with activities to restore and protect threatened ecosystems: mangrove forests in the Gambia, the Lake Bunyoni catchment area in Uganda, and Kafue flats in Zambia. The programme started in 2023 and will end in December 2027.  |
| **Job Purpose:** | This key role in the International Programmes Directorate involves leading the Irish Aid Programme, working closely with our country and Global Office teams in the day-to-day effective implementation of the Irish Aid funded portfolio of projects in the country programme portfolio, ensuring the highest standards are achieved in implementation, reporting, information management and internal and external communications. The postholder will be responsible for ensuring accurate and timely records are maintained on the web-based platforms and will prepare reports, analyse data, solve problems and take corrective action as part of an international team across different countries and cultures. The role requires flexibility and adaptability as the nature of support requirements can and will change. |
| **Key Responsibilities:**  | **Programme Management/coordination*** Lead on effective grant management/coordination of the portfolio of Irish Aid projects and annual Irish Aid report, liaising with country programmes and technical advisors; staying abreast of Irish Aid programme cycle management and compliance guidelines; develop programme documentation and relevant materials that appropriately communicate outcomes, impact and learnings; coordinate inputs from technical advisors.
* Lead on the performance management of Irish Aid funded programmes including quarterly grant review processes (assessing spend, progress, output and outcome monitoring); maintain records and update MIS database.
* Programme Oversight Committee management
	+ Schedule meetings and prepare documents for meetings of the Irish Aid Programme Oversight Committee
	+ Write up minutes and follow up onagreed actions.

**Relationship Management*** Ensure all reports and documents required by the Department of Foreign Affairs (DFA) are accurate, of high quality and submitted on time.
* Respond to any other requests by or communication from DFA.
* Maintain regular contact with the DFA Partner Lead and Grant Manager.
* Engage in DFA events and coordinate attendance of colleagues to represent technical specialisms.
* Liaise with technical advisors, Global Office finance colleagues and the global M&E team to ensure technical advice/support is provided to project teams/country teams as needed and that any issues identified are addressed.
* Maintain regular contact with Programme Co-ordinators and Regional Directors.

**Donor Compliance*** Monitor DFA guidelines and share updates with relevant colleagues.
* Ensure project teams and Global Office staff comply with Irish Aid compliance requirements, providing advice on this as needed.

**Communications*** Work with the Communications team to avail of opportunities to promote SHA’s work.
* Extract ‘evidence of impact’, stories of change and case studies from our programmes and extract stories from assigned countries to share with Communications, Fundraising and Programme Funding.
* Prepare briefing papers as required on assigned country programmes, coordinating input from the Technical Advisory Team.
* Work with country teams to develop case studies based on examples of good practice from programmes.

**Reporting & Learning*** Review project narrative reports, results reports and monitor expenditure. Coordinate report reviews by Global Office colleagues.
* Lead on annual reporting to Irish Aid and on any other required Irish Aid submissions.
* Capture learning across projects, DFA and other stakeholders on our project design and delivery and work with others to contribute this learning to enhance processes within our grant management.
* Draft project summaries and project learnings documents in collaboration with the country teams.
* Feed into the Heads of Programmes’ community of practice.

**Information Management*** Support efforts to roll out MIS and Programme Management Guide to country offices.

**Programme Funding*** Support the design and review of funding proposals to DFA.

**Other*** Support both ongoing and new special projects within the Programmes team as directed by the Director of International Programmes.
* Any ad hoc duties as assigned by the Director of International Programmes or other members of the Senior Leadership Team.
* Monitoring visits to projects
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| **Key Relationships:** | **Internal*** Director of International Programmes (Line Manager)
* Project Managers of Irish Aid projects
* Heads of Programmes
* Country Directors
* Group CEO
* Programme Operations Team
* Regional Directors & Regional Programme Accountants
* Director of Impact, Strategy and Policy
* Technical Advisors and M&E
* Country programme teams & CMT members
* HR
* Communications

**External*** Programme Partners
* DFA
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| **Knowledge, Experience and Other Requirements:**  | **Essential*** Degree in a relevant discipline e.g. development, agriculture or a similar related social discipline or other degree combined with relevant experience
* Previous experience in leading and delivering multi-annual, multi-stakeholder projects/programme
* At least seven years’ experience of working in international development in a project/programme role
* Work with minimum supervision and take initiative
* Ability to analyse data, solve problems and take corrective action
* A proven understanding of project cycle management approaches and tools – including participatory approaches in design and implementation, project appraisal, assessments, monitoring and evaluation and partners’ capacity building
* Good financial ability for budget reviews
* Excellent interpersonal and organisation skills
* Ability to work as part of an international team across countries and cultures and can manage remotely
* Experience of working in a developing country
* Willingness to travel to country programmes

**Desirable** * Ability to work in French
* Experience of Agriculture, climate, humanitarian, disaster preparedness and /or work in fragile locations
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**Important information:**

Self Help Africa is an international development charity and is committed to the safeguarding of all those who we come into contact with or through our work. We are committed to preventing any type of unwanted behaviour relating to our work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and we are committed to promoting the welfare of children and the people we aim to assist with whom Self Help Africa engages. Self Help Africa expects all staff and volunteers to share this commitment and uphold the values and behaviours outlined in the [Code of Conduct](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Code-of-Conduct-2023_Final_English.pdf) and [Child and Adult Safeguarding Policy](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Child-and-Adult-Safeguarding-Policy-2023_Final_English.pdf). We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Recruitment to all roles in Self Help Africa will include, and be subject to, a criminal records self-declaration, references, and other pre-employment checks, which may include police and qualifications checking. Self Help Africa is committed to the principles of the Misconduct Disclosure Scheme and will request information from previous employers about any findings of sexual exploitation, sexual abuse or sexual harassment during employment. By submitting an application, the applicant confirms her/his understanding of these recruitment procedures. Subsequently, working or volunteering with Self Help Africa is subject to a range of vetting checks, including**criminal background checking.**

Research shows that women and those from marginalised ethnic groups are less likely to apply to jobs unless they meet every single requirement. If you’re excited about this role but your experience doesn’t align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

**Self Help Africa is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**