**SELF HELP AFRICA - JOB DESCRIPTION**

**Post**: Rural Saving and Credit Cooperatives (RuSACCO) Programme Manager

**Location:** Addis Ababa, Ethiopia, with travel to programme areas in Ethiopia

**Reporting to**: Head of Programmes, Ethiopia

**Duration of Contract**: 24 months, renewable based on performance appraisal

**1. Background and Purpose**

SHA works in nine African countries and is a leading international development charity with an expertise in small-scale farming and growing family-farm businesses and promotion of financial inclusion for smallholder farming households. The RuSACCO Programme Manager will have a key role in supporting the organisation to strengthen and scale up the RuSACCO programme in Ethiopia.

Specifically, the RuSACCO Programme Manager provides leadership and management to RuSACCO Programme staff and implementing partners. The RuSACCO programme supports primarily four Unions serving over 250 Primary Co-operatives in Amhara, Oromia and SNNP regions. The objective of the programme is to build independent and sustainable rural cooperative financial institutions that deliver sustainable and inclusive financial services to their rural members. The RuSACCO Programme Manager reports directly to SHA Ethiopia’s Head of Programmes (HoP) and she/he is expected to play a key role in contributing to the overall achievement of programme goals.

# 2. Roles and Responsibilities

Summary:

The RuSACCO Programme Manager is responsible for RuSACCO programme development and implementation, including development of annual work plans, organising and coordinating activities including capacity building and assessment, input provision, organising training, conducting progress reviews and monitoring and evaluation. She/he is responsible for making decisions relating to the rural finance programme, coordinating technical inputs, overseeing staff and consultants including allocation of duties/responsibilities, activities and associated resources to achieve project objectives. The programme manager is expected to have significant experience in financial cooperatives, in microfinance and management experience, be a self starter and require minimum supervision.

***Project Management & Administration***

* Have a vision on a sustainable business-model for rural financial cooperatives in an Ethiopian context which builds on SHA supported RuSACCO unions.
* With the above vision in mind, provide leadership for design and implementation of an effective and efficient capacity building programme for RuSACCOs
* Ensure adequate monitoring of output and results of these capacity building activities and use lessons learned to continuously adapt the design of the programme to improve effectiveness
* Actively participate in and be a member of the management team for RuSACCO programme
* Line-manage & facilitate team building with project officers to ensure that project officers and programme partners have clear understanding of programme objectives, their respective roles, and receive meaningful feedback on their performance in line with SHA’s HR procedures
* As required, the RuSACCO manager is involved in the recruitment of programme staff
* Prepare detailed programme implementation schedules (including annual plans and related budgets) for approval from SHA’s HoP and partners
* Monitor the timely implementation of scheduled programme activities within required quality standards and within the budget
* Work closely with the Programme and Finance Departments to ensure effective financial and budgetary control of the programmes according to SHA policy and procedures and ensure corrective measures are taken to address over/under spends in the project budgets
* Monitor and measure programme performance against planned activities and take action on variances. Work closely with SHA M&E Advisor in delivering on quality M&E for the programme.
* Ensure gender analysis and auditing is conducted during the year in accordance with the yearly plan and ensure gender inclusion strategies are utilised and effective
* Submit programme financial and narrative reports and general success case studies in the required formats and adhere to submission deadlines
* Participate in processes to develop new RuSACCO projects, as required, ensuring project design builds on learning and experience, and work in conjunction with Head of Programmes in the preparation of high quality funding proposals
* Ensure timely renewal of rural finance programme contracts with government line departments
* Coordinate the handing over of programme -built infrastructures and facilities to the community and/or government line departments

***Partnership and Institutional Support***

* Establish and develop effective working relationships with partners in the programme areas and organisations responsible for thematic components of the RuSACCO programme
* Facilitate partner and stakeholder consultations to solicit their input into programme development
* Ensure a positive working relationship with government line departments and all counterparts.

***Learning, Dissemination and Advocacy***

* Support learning and consolidate knowledge through participatory action research and submit reports on lessons learnt to HoP
* Contribute to learning within the country programme and utilise learning to improve programme implementation, promote peer learning between staff and partners, and participate in relevant national networks
* Contribute to dissemination of good practice from SHA’s work in country through a range of communication tools

**Other Functions**

* Carry out administration duties and represent the country programme on RuSACCO / Microfinance as and when assigned
* Undertake any other duties as assigned by the HoP and CD

**3. Required Skills and Competences**

In order to succeed in this role the successful candidate is expected to have senior expertise in financial cooperatives and capacity building, be a dynamic person, with a track record of facilitating effective partnerships and successful project management; attitude and experience are as important as qualifications. The following are indicative of the person we are looking for:

***Essential***

* A minimum of 5 years experience in programme management at senior level in a similar environment, Financial Cooperatives and/or Microfinance, with excellent people management skills
* Operational experience with financial cooperatives/microfinance, accounting, business management and rural livelihoods approaches to development.
* A strong commitment to the aims, objectives and values of SHA’s programme in Ethiopia
* Relevant qualification(s) in finance, accountancy and/or microfinance (including financial cooperatives)
* Experience in facilitation of learning process, networking and knowledge management
* Knowledge of current challenges facing livelihoods of rural Ethiopians
* A mature self-starter, excellent communicator and team builder with the ability to manage and motivate staff
* Excellent verbal, analytical, organizational and written skills in English
* Commitment to international development and humanitarian NGO codes, standards and practices
* Very good working knowledge of MS Office (Word, Excel, PowerPoint) and general IT skills
* Languages: proficient oral and written, in one or more of the federal working languages and English

# *Desirable*

* Knowledge of dynamics of partnership and experience in a role directly involved in partner/local institution organizational capacity development programmes i.e. with experience in using organizational assessment tools and facilitating organization development processes
* Expertise in value chain approaches, food security and rural enterprise development. Experience in research and skills to adapt and develop appropriate monitoring and evaluation tools
* Understanding and experience of administration, finance and logistics systems

**4. Key relationships**

The incumbent will have active relations with:

* SHA Ethiopia Head of Programmes (Line Manager)
* SHA Country Director (Head of Mission)
* SHA Ethiopia RuSACCO programme staff (direct reports)
* Other SHA Ethiopia staff
* Programme Support Teams and Policy and Strategy Team at Self Help Africa HQs
* Finance Teams in country and in Ireland/UK/USA
* Programme partners ILCUF and others (if any)
* HR officer SHA
* Civil Society Organisations in Ethiopia including National and International NGOs
* Government ministries and local government staff
* Donors/Supporters of SHA programmes

**5. Area of Responsibility**

* RuSACCO Programme, Ethiopia

**6. Obligations:**

It is expected that you will:

1. Carry out these accountabilities within the operating and process frameworks that apply to the whole Self Help Africa organisation
2. Work together with all your key stakeholders: line and functional to ensure organisational objectives, mission and vision are met
3. Exemplify the Self Help Africa Standards of Integrity, Purpose & Values

**If you have queries contact SHA-Ethiopia (Tel +251 116 620659**

**OR e-mail wubshet.berhanu@selfhelpafrica.org)**

**Self Help Africa encourages qualified women applicants and is committed to equal employment opportunities**