



Job Description

Position : Head of Programmes
Programme : Burkina Faso and Togo
Responsible To : Burkina Faso and Togo Country Director
Job Location : Ouagadougou
Effective Date : Jan 2024

Self Help Africa (SHA) is an International Non-Governmental Organisation implementing rural development, sustainable food and livelihoods security programmes in 10 countries in Africa. SHA's vision is an Africa free from poverty and hunger with a mission to develop enterprising solutions that enable small holder farmers to achieve a better life. SHA has been working in West Africa since 2005 implementing rural development, sustainable food and livelihood security programmes. Currently SHA is implementing its programmes in line with Burkina Faso Programme Strategy: 2023–2027. The Burkina Faso programme operates in BurkinaFaso, and Togo.

Under the overall managerial and administrative leadership of Self Help Africa Burkina Faso and Togo Country Director (CD), the Head of Programmes will be directly responsible for the implementation and overall management as well as reporting on all programmes executed by SHA in Burkina Faso and Togo. The Head of Programmes will also contribute to the development of monitoring and evaluation systems across SHA–West Africa and contribute to the development of the programme. This is a challenging function to ensure that the SHA Burkina Faso Programme achieves a sustainable impact on rural livelihoods and food security and that SHA captures evidence of change. The Head of Programmes is a key member of the Country Management Team and a long with the Burkina Faso CD and Finance & Administration Manager, is responsible for lead in grand supporting country office initiatives.

Core Responsibilities

Leadership and Strategic Direction

- To lead and engage a programme team who promote SHA's values in their day to day work;
- Participate in the strategic development of the Burkina Faso programme, as a key member of the Country Management Team (CMT);
- In coordination with the CD and programme team, design programmes and strategies in line with SHA's mission, priorities and guidelines.
- Assist the CD in programme fundraising, identifying new areas of need and potential areas for project development and donor funding in Burkina Faso and Togo ;

Programme Management

- Overall responsibility for the management of all SHA projects in Burkina Faso consistent with good practice in project cycle management ;
- Monitor and maintain programme compliance with administrative and logistics procedures;
- Support the on-going development of participatory monitoring systems, including a accountability;
- Ensure good working relationship with all programme stakeholders including government, civil society, private sector and beneficiaries, ensuring they are fully involved in planning and design, implementation, monitoring and reporting of programmes as appropriate;
- Ensure SHA complies with all legal and donor requirements in programme areas ;

Operations Management

- Ensure expenditure and budget track in line compliant with programme scope and donor guidelines ;
- Ensure regular communications are maintained among the field site including between the field, the Burkina Faso and Togo office, West Africa regional office and the programme support staff in HQ and the UK ;
- Ensure adherence to timelines for all proposals and review proposals as necessary;
- Ensure strict compliance with donor contract requirements and reporting deadlines ;
- Travel to the project sites as and when needed;

Safety and Security

- Ensure field site safety and security guidelines are prepared and reviewed at least bi-annually;
- Ensure all safety or security incidents (fires, vehicle accidents, theft, etc.) are appropriately recorded and reported by project coordinators to relevant parties ;
- Actively monitor field site safety and security and advise the CD of new developments;

Logistics/ Finance/ Administration

- Liaise with Programme Support Coordinator and Logistics and Compliance Officer at HQ and CD in identifying areas for improvement across all support areas ;
- Work closely with the Finance and Administration Manager to prepare and review budgets and anticipated results;

People Management

- Provide direct line management to Programme Coordinators and Project Managers and through them support the management and development of all project staff ;
- Maintain good team communication, engender good team dynamics and actively manage all direct reports to ensure optimum performance across all programme staff ;
- To mentor and coach direct reports as part of people management brief to ensure SHA attract and retain the best talent within the Burkina Faso programme ;
- To ensure a Performance Development Review (PDR) is completed for each direct report (to include a training needs analysis) and the follow up meetings as agreed;
- Ensure compliance with all organisational HR policies and procedures and local labour laws in relation to the selection recruitment and retention of all programme staff ;
- Assist in the recruitment of all new programme staff ;

Representation

- In coordination with the CD and Programme Support Coordinator, represent SHA at national, regional and international levels; to donors, local and national government authorities, other NGOs , and any other parties as required;
- Support the CD's strategic cooperation initiatives with government, private sector and national/ international NGOs and CBOs active in the programme areas ;
- In coordination with the CD, lead on national and regional policy engagements ;
- Ensure that relationships and formal agreements with government and partners are maintained and updated as appropriate;
- Ensure proper programme documentation and sharing with partners within and external to SHA programme ;

Person Specification Requirements

- Advanced degree (Masters/ Engineer) in the areas of Agriculture/ Agribusiness/ Livelihoods/ Rural Development, Project Management, Development Studies or any related economy, sociology, international development or environment.
- Minimum of 8 years experience in programme and people management at senior level in similar/ related role;
- Experience and evidence of programme development, proposal writing and a proven ability to secure donor funding;
- Strong understanding of and practical experience in agriculture, food and nutrition security and

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related activities;

- Strong understanding and practical experience on project cycle management, monitoring, evaluation and reporting at high level;
- Knowledge of dynamics of partnerships and experience in a role directly involved in partner/ local institution organizational capacity building ;
- Practical experience of livelihoods and rights based approaches to development with a good appreciation for advocacy purposes of how to use media, lobby in grand mass mobilization with an international NGO ;
- Knowledge of the NGO sector in West Africa;
- Good team-worker; able to work closely with a small team with minimum direct supervision;
- Commitment to international and humanitarian NGO codes, standards and practices ;
- Fluent in written and spoken French and English ;
- Ability and willingness to travel to remote areas across Burkina Faso, Ghana, Togo and Benin as well as across other countries of operation in Africa including HQ in Ireland.
- Clean driving license;

Desired Skills

- Expertise in rural enterprise development–value chains, credit, co-operative/ farmer association development, etc.
- Strong computer skills especially with MS Word and Excel and other related packages.

Skills/ Aptitude Requirements

- Excellent interpersonal skills
- Demonstrated train in grand capacity building skills
- Ability to work on own initiative
- Flexible and adaptable approach to working
- Ability to work under pressure to meet tight deadlines
- Ability to contribute to a small team environment.

Composition of application :

Completed application form (in English or French)

CV of no more than 4 pages (in English or French)

Letter or motivation (in English or French)

Legalized scan of photocopies of degrees and work certificates

Legalized scan of proof of nationality (national identity card, passport, or certificate of nationality)