



VACANCY ANNOUNCEMENT

Self Help Africa (SHA) is an International Non-Governmental Organization (NGO) dedicated to the Vision of an economically thriving and resilient rural Africa. We have over 50 years of experience working with Local NGO partners, smallholder farmers, Farmer field schools, and project Participants and their livelihoods more sustainable and resilient to external shocks. SHA also builds awareness of issues affecting smallholders and represents their interests at policy and institutional levels. SHA is a core member of the Gorta Group, Comprising Self Help Africa, Partner Africa and TruTrade, The Gorta Group combines expertise in Market-based solutions to poverty and rural development, Climate change mitigation and resilience; trade facilitation and farmer and worker rights; underpinned by an inclusive ethos that specifically targets women and youth. Self Help Africa in The Gambia urgently seeks to recruit a suitable candidate to fill the position of Head of Programmes and Business Development.

Head of Programme and Business Development Coordinator

The Head of Programme and Business Development provides overall leadership and management for all SHA Gambia Programmes including leading the planning, design, development, implementation, monitoring and evaluation of the country Programme and ensuring that the quality of projects, implementation, donor reporting, and field level management is of the highest standards.

The Head of Programme and Business Development supports the Country Director in pursuit of business development activities about resource mobilization, partnership development and management. He/she enforces quality assurance with all projects being implemented by SHA in The Gambia. The Head of Programme and Business Development Coordinator provides line management support to all Project Managers and Programme Coordinators including overall management of their performance and of all the Programme staff in The Gambia.

The Head of Programme and Business Development supports the translation of SHA's Global Vision and strategy into project implementation and ensures project design and implementation are geared towards achieving scale and impact, attracting funding to diversify funding resources and that the project implementation processes respond to SHA's need to strengthen global operating systems.

With the support of the Country Director, the Head of Programme and Business Development shall steer the process for developing and growing SHA's country portfolio to reflect a fair balance in the project portfolios that will include but are not limited to the Value chain and market systems development, Climate Change, Food Security, Youth and Women empowerment.

Key areas of responsibilities include:

1. Programme Management
2. Programme Planning and Budgeting
3. Budget Management and Monitoring
4. Programme Reporting
5. Business Development
6. Documentation and lessons learning

The Job Description for the position is below

Please visit our website at <https://selfhelpafrica.org/ie/head-of-programmes-and-business-development/> to apply for the position.

The closing date for receiving applications is not later than the closing date of business 17th November 2024.

Please do not send certificates at this stage. Due to the anticipated high volume of applications, kindly note that only shortlisted candidates will be contacted.

Self Help Africa is an equal opportunities employer

Self Help Africa is completely against fraud, Bribery and Corruption. Self Help Africa does not ask for money for bids. If approached for money or other favor or if you have any suspicions of attempted fraud, Bribery or corruption, please report this at selfhelpafrica.ethicspoint.com. Please provide as much detail as possible with any reports.



JOB DESCRIPTION

Job Title:	Head of Programme and Business Development	
Company:	Self Help Africa	
Location:	Banjul, The Gambia	
Contract type:	Fixed Term – 2 years	
Hours:	40hrs	
Reports to:	Country Director	
Organisation overview:	<p>About Self Help Africa</p> <p>Self Help Africa is an international development organisation that works through agriculture and Agri-enterprise development to end hunger and extreme poverty.</p> <p>The organisation has a Programme in 15 countries in sub-Saharan Africa and also implements projects in Brazil and Bangladesh.</p> <p>In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.</p> <p>Our wider organisation also includes social enterprise subsidiaries, Partner Africa, which provides ethical auditing and consultancy services, TruTrade is an innovative trading platform in East Africa, and CUMO, Malawi's largest microfinance provider.</p> <p>Our three core values are:</p> <ul style="list-style-type: none"> ▪ Impact: We are accountable, ambitious and committed to systemic change. ▪ Innovation: We are agile, creative and enterprising in an ever-changing world. ▪ Community: We are inclusive, honest and have integrity in our relationships. 	
Job Purpose:	<p>The Head of Programme and Business Development provides overall leadership and management for all SHA- The Gambia Programme including leading the planning, design, development, implementation, monitoring and evaluation of the country Programme and ensuring that the quality of projects, implementation, donor reporting, and field level management is of the highest standards.</p> <p>The Head of Programme and Business Development supports the Country Director in pursuit of business development activities about resource mobilization, partnership development and management. He/she enforces quality assurance with all projects being implemented by SHA in The Gambia. The Head of Programme and Business Development provides line management support to all Project Managers and Programme Coordinators including overall management of their performance and all the Programme staff in The Gambia.</p> <p>The Head of Programme and Business Development Coordinator supports the translation of SHA's Global Vision and strategy into project implementation and ensures project design and implementation are geared towards achieving scale and impact, attracting funding to diversify funding resources and that the project implementation processes respond to SHA's need to strengthen global operating systems.</p> <p>With the support of the Country Director, the Head of Programme and Business Development shall steer the process for developing and growing SHA's country portfolio to reflect a fair balance in the project portfolios that will include but are not limited to the Value chain and market systems development, Climate Change, Food Security, Youth and Women empowerment.</p>	
Key Responsibilities	Responsibilities (Including approximate percentage effort)	Deliverables
	R1: Programme Management (25%)	<ul style="list-style-type: none"> • Staff performance management system for all Programme staff

	<p>a. Assume overall responsibility for the management of all SHA The Gambia Programme and provide line management support to all Programme Managers and Project Coordinators.</p> <p>b. Support Project Managers and Programme Coordinators (PC's) in the management of the field resources and project budgets and ensure these are used in compliance with approved guidelines.</p> <p>c. Implement annual performance management process for all Project Managers and Programme Coordinators and support them to ensure this cascades to all Programme staff.</p>	<p>implemented on a quarterly and annual basis for all Programme staff ensuring the achievement of at least 80% of the set performance targets.</p> <ul style="list-style-type: none"> •Enhanced compliance and accountability in the management of project resources, achieving at least 90% compliance •Over 80 % of the planned milestones are achieved by the projects •100% compliance with all the projects' donor contractual obligations by all the project staff.
	<p>R2: Programme Planning and Budgeting (15%)</p> <p>a. Support all project teams to develop annual budgets and workplans consistent with project documents and donor contracts.</p> <p>b. Support teams in undertaking the necessary reviewing and updating of the workplans and budgets to respond to emerging field implementation challenges and project review processes.</p> <p>c. Support the review of the SHA Gambia Country Signature Programme Framework.</p>	<ul style="list-style-type: none"> •Project workplans and budgets (annual, quarterly and monthly) developed for all approved projects every financial year and implemented in line with project documents and workplans •Periodic and timely reviews of budgets and re-forecasting of all approved project workplans undertaken and shared with the Headquarter and respective donors, ensuring alignment with the donor contracts •Bi-annual and annual review of the Gambia Country Programme Framework with clear actions to address any gaps that may be observed.
	<p>R3: Budget Management and Monitoring (10%)</p> <p>a. In coordination with the finance department, undertake quarterly budget monitoring and variance analysis with all Project Managers and support the projects in reviewing and tracking spending to adhere to annual budgets.</p> <p>b. Support Project Managers and the Country Programme to plan and undertake corrective management actions arising out of budget monitoring reports.</p> <p>c. Approve Programme-related requests for imprest and reconciliations in line with work plans and financial management procedures.</p>	<ul style="list-style-type: none"> •Monthly and Quarterly budget for all ongoing projects highlighting the status of project spending and presenting these in the monthly operational meetings •Implementing and tracking all the proposed corrective measures to address any variances beyond +/- 10%, ensuring that the spending is brought on track within the planned period •Programme requests for float and reconciliations approved in line with workplans and financial management procedures
	<p>R4: Programme Reporting (10%)</p> <p>a. Review regular quarterly, semi- and annual reports from the Programme Managers and Project Coordinators and support them to comply with requirements of quality reporting and timeliness.</p> <p>b. Review donor reports from the Programme Managers and Project Coordinators to ensure they comply with requirements in terms of quality and timelines and ensure these are of the highest standards.</p> <p>c. Compile quarterly Country Programme Reports to provide oversight of the Country Programme implementation.</p> <p>d. Compile the SHA Annual Board report</p>	<ul style="list-style-type: none"> •All project progress reports (quarterly, semi- and annual reports) from the Project Managers and Project Coordinators are compliant with expected quality standards and timelines •All donor reports from the Programme Managers and Project Coordinators are compliant with expected quality standards, timelines and donor formats •The Gambia Country Programme Quarterly Reports are compiled annually within the stipulated timelines

		<ul style="list-style-type: none"> ●SHA Annual report compiled and submitted within the stipulated timelines
	R5: Business Development (35%) <ol style="list-style-type: none"> Lead on the development, implementation, and update of the SHA resource mobilization and donor engagement strategy, building on the existing donor mapping and ongoing engagements Set and monitor annual priorities and quarterly objectives and key objectives of SHA for resource mobilization and donor engagement, and the supporting action plan for achieving the targets Advise on best practices and channels for resource mobilization for the digital development space, including but not limited to traditional donors, International Financial Institutions (IFIs), Multilateral Development Banks (MDBs), multi-partner funds, foundations, private sector, as well as other innovative financing mechanisms, etc. Identify and establish mechanisms to engage with priority partners that could be relevant for SHA's offer, including public and private sector partners at the country level Lead on the design and implementation of effective advocacy strategies and methods for strategic targeting of existing and prospective donor partners, in collaboration with the Country Director and the Comms teams Participate and engage in targeted networking to establish connections, leading to the development, mobilization, prioritization and management of partnerships to mobilize resources Follow Official Development Assistance (ODA) trends and processes, and cultivate contacts to promote digital development as an emerging area to commit and disburse flows Ensure updated donor intelligence, including updating the existing donor mapping with their latest priorities and strategies, regular analysis of donor's contributions, as well as proactive outreach for insights Lead in Programme design and proposal development at the country level in collaboration with the Country Director and HQ business development team 	<ul style="list-style-type: none"> ●At least 3 fundraising opportunities identified and responded to annually. ●Resource mobilization plans developed to enable the achievement of the objectives of the Country Programme signature Framework ●At least 3 partnerships established every year for Programme development ●Effective designs and models are developed and incorporated into new projects to achieve the required scale and impacts ●Donor mapping and database developed and updated annually ●A country resource mobilization strategy developed and operationalized
	R6: Documentation and lessons learning (5%) <ol style="list-style-type: none"> Support country projects in working closely with the M&E manager in developing and documenting lessons learnt and experiences for dissemination and sharing to inform future project development. Perform any other duty as may be assigned by the Country Director. 	<ul style="list-style-type: none"> ●At least two successful cases per year per ongoing project are documented from projects and disseminated through different platforms ●Lessons learnt from projects are documented and disseminated to stakeholders before the end of each project ●Successful business models documented before the end of projects for replication or scale-up
	R7: Any other duties as assigned by the Supervisor	<ul style="list-style-type: none"> ●This will be dependent on the specific duties assigned
Qualifications/Other Requirements:	Minimum Requirements: <ul style="list-style-type: none"> • Master's Degree in Rural Development, Project Planning and Management, Agriculture, Agribusiness and other relevant qualifications • Fifteen (15) years of relevant experience in Programme management, business development and community development work. 	

	<p>Preferred Requirements:</p> <ul style="list-style-type: none"> • Master's Degree in relevant professional disciplines such as Agribusiness, Economics, and Development Studies. • Ten (10) years of supervisory/managerial experience. • Thorough understanding of programming processes, systems and principles, and the ability to provide leadership and support to staff working at the community level. • Solid skill, knowledge and foundation in proposal development and of the project management cycle. • Sound understanding of market systems development in the agriculture sector, partnership management, youth and women themes. • Knowledge of development issues, trends, challenges opportunities and implications to community development. • Demonstrated knowledge of strategic planning processes.
Most Critical Proficiencies:	<ul style="list-style-type: none"> • Good understanding of annual work planning budgeting and budget monitoring. • A good understanding of monitoring and evaluation processes. • Solid project management and reporting skills. • Sound project and proposal development skills. • A good understanding and sensitivity to issues associated with poverty, hunger and environment, and knowledge of the context in which non-profit organizations operate. • Solid knowledge and experience in extension methodologies. • Knowledge and experience in training and participatory training methodologies. • Team leadership skills, with good abilities to address conflicts amongst diverse teams and constituents. • Excellent organizational skills. • Proficient knowledge of word processing, spreadsheets, presentation tools, electronic mail (Microsoft Office preferred) and Internet. • Demonstrated proficiency in English oral and written.
Essential Job Functions and Physical Demands:	<ul style="list-style-type: none"> • Preparing and presenting project reports and presentations in a well-designed and attractive format with superior attention to detail. • Demonstrated creativity, ability to think systematically, willingness and ability to incorporate innovative solutions. • Excellent interpersonal and communication skills with the ability to work cooperatively, tactfully and diplomatically with culturally diverse groups of people. • Willingness and ability to assign and review the work of line-managed staff and to use participatory management skills with junior and senior staff. • Proven team leadership and supervisory skills with the ability to train and work cooperatively with a diverse staff. • Regularly conduct stakeholder analysis to strengthen partnerships and leveraging of resources. • Constant face-to-face, telephone and electronic communication with colleagues and the public to scale up country Programme visibility and publicity. • May require constant sitting, working at a computer and focusing for extended periods of time and performing office work in the field and/or in remote conditions. • Working with sensitive information and maintaining confidentiality. • Ability to manage and execute multiple tasks with little supervision while meeting sometimes inflexible deadlines.
Essential character traits	<ul style="list-style-type: none"> • Self-motivated, result-oriented, high integrity, accountable, reliable

All candidates offered a job with Self Help Africa will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves by the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.

Self Help Africa strives to be an equal opportunities employer.