



| | |
|------------------------------|------------------------------------|
| Title: | East Africa Program Manager |
| Location: | Ethiopia |
| Reporting to: | Ethiopia Country Director |
| Date Posted: | March 3rd, 2020 |
| Application Deadline: | March 16th, 2020 |

Position Summary

The role of this position is to support the CFTC country programs, specifically Ethiopia and Uganda, to deliver on program goals, objectives and deliverables as defined in the detailed operating plans, and support the East Africa Regional Director on priority activities under the grant acquisition and management plan, country brief and overall strategic plan. This full-time position requires a motivated and innovative person with strong program management skills and an ability to work independently. As a member of the Programs team reporting to the East Africa Regional Director, the East Africa Program Manager will work in close collaboration with CFTC partner organizations, (and other country office staff if applicable), the Canadian home office Business Development Manager, and M&E Advisor (and other home office staff if applicable), to achieve the objectives of the CFTC country program in the areas of Education, Food Security, Livelihoods, Youth & Women Empowerment, WASH and Capacity Building. The East Africa Program Manager position requires strong leadership, solution based thinking and a passion for community development to drive forward the activities outlined in the country program summaries.

Accountabilities

- Ensure that grant proposals, budgets and reports are prepared on a timely basis and in their required formats, as well as analyze such submissions and provide timely written feedback and recommendations
- Analyze partners' plans and budgets, as well as narrative and financial reports and provide feedback and recommendations
- Monitor the disbursements of Canadian Feed The Children funds to partners and follow up to ensure that the fund is implemented in compliance to CFTC's financial management policy
- Identify and help design programing initiatives for Global Affairs Canada (GAC) and other grant funding agencies proposal submission
- Ensure emergency preparedness compliance for CFTC EAR countries and as required carry out a needs assessment of emergencies in consultation with local partners and make recommendations

- Undertake performance monitoring of partners projects ensuring log-frame and monitoring and evaluation reports are in line with the Detailed Operating plans
- Support partners in annual program design for new project cycle
- Provide technical support towards improving partners' program planning, monitoring and evaluation capacity
- Assist in development of qualitative and quantitative indicators for partners and country office programs and evaluation framework in collaboration with CD and M&E Advisor from head office
- Support any Program Value Chain research, surveys and analysis as and when required including M&E surveys and analysis activities
- Assist in sharing of learning between CFTC grant projects and Core Program as well as with other CFTC program stakeholders
- Prepare plans and reports to submit to government agencies responsible for registration such as the Ethiopian Charities and Societies Agency
- Coordinate feasibility assessment process in proposed new program areas as indicated in the country strategies
- Ensure quality of child sponsorship and sponsor-a-village program by undertaking continuous monitoring and provision of timely feedback to partners and home office
- Perform all other related duties as reasonably assigned by the East Africa Regional Director.

Knowledge and Experience

- Post-secondary education in a relevant social sciences field with 8 years of related experience or Master's degree in international development/related field, plus five years of relevant experience. Work experience in the NGO sector is advantageous
- Program management experience, and results based management (RBM)
- Experience with preparing and managing budgets and overseeing program-related finances
- Experience with program planning, implementation, monitoring and evaluation
- Experience working with Global Affairs Canada and/or other large donor agencies is an advantage
- Experience preparing/managing multi-year institutional funding grants
- Experience in Theory of Change methodology for education, food security, livelihoods and/or child rights and protection is desirable.
- Well organized, accurate and efficient, ability to work effectively in a team setting and independently
- Excellent written and oral communication skills in English and Amharic
- Demonstrated organizational and administrative skills with projects, ability to coordinate with multiple stakeholders and meet deadlines
- Excellent computer skills in a Windows environment (MS Word, Excel and PowerPoint)
- Solid analytical and reporting skills
- High energy, positive, "can-do" attitude, flexibility, teamwork, and high degree of problem solving, sound judgement in cases where initiative and independence is required
- Commitment to Canadian Feed The Children's values and mission.
- Valid driver's license.

All applications should be submitted in a sealed envelope and hand delivered to the following address:

CANADIAN FEED THE CHILDREN

CCRDA BLDG Room #302, Woreda 5, Akaki-Kality Sub-city, Addis Ababa

Off Tel: +251-114-62 63 19

(Cell) +251-911-05 81 95

Application can also be hand delivered at the Reception Desk of CCRDA. Qualified candidates are invited to apply within 10 (Ten) Working days of this vacancy announcement. Together with the application letter, copies of all necessary educational and work experience testimonials and certificates must be submitted along with three professional references. Please note that relocation support or assistance is not provided by CFTC. Only applicants who are being considered for an interview will be contacted.