



JOB TITLE: Senior Programme Manager

REPORTS TO: Executive Director

LOCATION: Accra

ABOUT THE ALLIANCE FOR REPRODUCTIVE HEALTH RIGHTS (ARHR)

The Alliance for Reproductive Health Rights (ARHR), established in 2004, is a network of Ghanaian Non-Governmental Organizations (NGOs) and Community-based Organizations (CBOS) promoting a rights-based approach to reproductive, maternal, newborn, child, and adolescent health (RMNCAH) through advocacy, research and capacity building. ARHR leads several civil society organizations to advocate for strengthened health systems to achieve UHC, with an emphasis on increased investment in PHC. ARHR convenes several dialogues between civil society, the private sector, media, academia, and state actors to demand accountability in health resource mobilization, allocation, and expenditure using evidence-based information. ARHR further engages in policy advocacy by tracking gaps between policy and practice and utilizing the evidence to inform a review of policy.

JOB SUMMARY

The Senior Programme Manager will lead, develop, and manage the program team to achieve organizational goals through programme development, effective coordination, consolidation, technical support, supervision, and guidance. He/she will manage and ensure resource mobilization, prioritization, allocation, and work plan coherence to deliver successful programmes or initiatives. The Senior Programme Manager must have a broad knowledge of programme management principles and a strategic mindset to lead, manage and supervise the programme team.

DUTIES, ROLES AND RESPONSIBILITIES

a. Programme Planning, Management and Implementation

- Provide leadership in the development of strategic work plans and budgets for all programs
- Provide leadership to the Programme Team toward achieving programme objectives
- Review and ensure alignment of programme priorities, strategies, and plans to the overall goal of the organization
- Support the Executive Director and the Senior Management Team to lead the development of both strategic and operational plans by the organizational goal
- Ensure ARHR's programme activities are grounded, strongly interlinked, and consolidated at the global, national, and sub-national levels
- Ensure quality implementation of all ARHR programmes
- Ensure learning, monitoring, and evaluation are documented by the programme team in the most effective way

b. Fund Raising, Donor Relationship Management, Partnerships, and Networking

- Support the Executive Director, in developing and managing strategic partnerships and relationships with donors
- Lead the development of programme ideas into quality grant proposals through a variety of approaches
- Lead the programme team to respond to potential funding opportunities

- Support the Programme Team to strengthen networks in ARHR's collaborative areas
- Represent ARHR and participate in network and alliance meetings, events, and forums at national and international levels as assigned by the Executive Director
- Ensure effective information flow and communication with other stakeholders including partners and international teams
- Initiate and nurture networks and alliances with other organizations; ensuring effective partnerships at all levels as per standard procedures and guidelines of the organization

c. Program Reviews, Monitoring, Evaluation, Program Learning and Reporting

- Ensure consistent monitoring of programmes to ensure alignment and contribution to organizational goals, monitor the flow of information and systemic documentation of quantitative and qualitative achievements and lessons learned
- Ensure quality and timely submission of quarterly and annual or required Programme Performance Reports as per desired standards and guidelines
- Lead the promotion of evidence-based learning
- Represent the organization/ Unit in various programme-related knowledge-sharing and learning forums or meetings, document and share feedback with the team
- Track trends in contemporary development programming and programme management practices, document and provide advice/ recommendations on key developments to team members

d. Financial Management

- Develop, monitor, review, and update the Programme department activity, and work plan to ensure that it attains its objectives as cost-effectively and efficiently as possible
- Review and approve programme concepts, and partner financial requests as per organizational process and procedures
- Manage the expenditure and disbursement of resources allocated to the program department
- Review programme expenditures from the programme team line staff to ensure conformity to the Financial Policies and Procedures Manual (FPPM)
- Monitor and advise on programme spending and variance reports as per organizational processes and procedures

e. Human Resource Management

- Lead and manage the programme team to achieve its mandated targets through annual operational plans
- Ensure an empowering work environment and team building in compliance with organizational values, principles, and attitudes
- Ensure an enabling environment for staff performance, recognition, and reward of the program team to encourage staff productivity, innovation and performance
- Participate in the review of staff job descriptions and setting of performance standards; assist in the recruitment of staff under the supervision of the Executive Director; Assign performance objectives to supervised staff, conduct comprehensive performance appraisal of supervised staff, and provide/ obtain feedback when necessary

- Provide induction, training, coaching, mentoring, and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively
- Work with HR to identify training needs and development opportunities for the programme team

EDUCATION/ ESSENTIAL EXPERIENCE

- A Master's Degree in Management, Social Sciences, Development Studies, Public Health, or a relevant discipline
- A Minimum of 8 years of relevant post-graduate experience, preferably in the NGO sector, 5 years of which should be in senior management position
- Experience in designing, setting up, and coordinating monitoring, evaluation, and impact assessment systems and processes of a programme is required
- Experience in managing funding from a diversity of sources including governments and aid agencies, private sector donors, etc
- Proven experience working with government agencies, international agencies, and research institutes

ESSENTIAL KNOWLEDGE

- In-depth understanding of the CSO landscape and Ghanaian Public Health and development ecosystem programming at national, sub-national, and international levels
- In-depth understanding of health policy processes and social development issues
- Sound and up-to-date knowledge of development concepts, methodologies, and techniques including a demonstrated understanding of gender issues in development and demonstrable commitment to promoting gender equality within the organization and in programme work
- Understanding of the project cycle management
- Excellent understanding of development partnerships, fund-raising, donor strategies, governmental and international relations
- Basic knowledge of finance and accounting systems would be an advantage
- Strong knowledge of M&E methodology, and quality assurance would be an advantage

ESSENTIAL SKILLS

- Leadership and management
- Strategic thinking
- Excellent presentation, communication, and negotiation skills
- Networking, influencing, and interpersonal skills
- Crisis management and conflict resolution skills
- Planning, organization, time management, and coordination skills
- Fluency in written and spoken English
- Proficiency in MS Office
- A self-starter who is creative, diplomatic, mature and decisive

This is a **full-time permanent position** with a salary commensurate with qualifications and experience. ARHR is an **Equal Opportunity Employer**/Affirmative Action employer that is committed to diversity in the workplace.

Interested candidates should forward a cover letter and CV to d.ampong@arhr.org.gh with the subject line '**Senior Programme Manager Application**' by 7th October 2023. Only shortlisted candidates will be contacted.