



Job Advert for Programme Manager - Chad

Tearfund is looking for an experienced Programme Manager (PM) to support partners in Chad to deliver on outcomes agreed upon with Tearfund and to ensure that the programmes implemented by partners support the corporate vision.

The PM will, among others, encourage partners to take on the leadership of their programme capacity strengthening and work with them to identify and prioritise their programme capacity needs through facilitating capacity self-assessments. He/she will support partners to develop and implement their programme capacity plans in collaboration with other key stakeholders and within Tearfund guidelines. Responsible for regular monitoring and reporting to the Country Director against agreed outcomes, the Programme Manager will support the planning & implementation of DMEAL frameworks at country strategy level as well as at partner key project/programme level. He/she will participate in project design, programme development and funding applications (for larger restricted funding donors).

The candidate should have the knowledge on the procedures of submission of project/programme reports as required by the Government of Chad and Tearfund. The candidate should be of Christian faith background, and willing to work in a cross-cultural setting; should have excellent written and verbal communication skills both in English and French. Tearfund's Application Process.

If after reading through this Job Profile and you are interested, please send your application (Cover letter, CV, and copies of qualification documents, Certificates of employment, recommendation from the local church) to Acting CD (seid.zebe@tearfund.org) with copy to Finance & Administration Manager (alain.foyaba@tearfund.org) or deliver your application at the below-mentioned address:

Tearfund Chad,

Villa N0 344, Rue 5716, Qtier ABENA, Teme Arrondissement, B P: 6691

For enquiries only on submission of applications, contacts: +235 66 71 33 58 /+235 99 59 74 10

N'Djamena Chad

NB: Female candidates are strongly encouraged and only shortlisted candidates will be contacted for interviews.

Deadline for Application is December 26, 2020 at 12:00pm

Background on Tearfund

Who we are: We are a Christian International Organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves. Restoring those relationships is key to how we work, and we want to see change that is economic, material, environmental and spiritual. We are courageous, truthful, compassionate, servant-hearted and Christ-centred; values that are at the heart of Tearfund.

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty.

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred In this Job Profile pack, we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Acting Country Director

Seid ZEBE



JOB PROFILE

Job Title	Programme Manager
Group	International Group
Team	West Africa Team
Location	N'Djamena, Chad
Responsible to	Country Director

Part 1 – Job description

1. Main purpose of the job

The Programme Manager is responsible for leading and managing the sector teams and projects. This includes the implementation, monitoring and evaluation of project activities. The role is responsible for managing and capacity building sector project staff; delivering on quality and accountability commitments and for ensuring Tearfund policies and procedures are adhered to by staff. The role is also responsible for supporting the Country Director in producing internal and external narrative and reports, and representing Tearfund locally.

2. Position in organisation

- Reports to: Country Director
- Supervisor the CCT officer, the DMCS officer
- Works closely with the Finance and Administrator Manager
- Liaises closely with: Grants & Information Coordinator/Officer.
- Work closely with Tearfund Partners operating in Chad.

3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are encouraged to:

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theory of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.



5. Key Responsibilities

5.1. Programme Strategy

- As a member of the Chad Office Management Team, help to shape the overall strategy for Chad in line with the Country Programme Strategy.
- Ensure that Tearfund's purpose, values and the programme objectives are communicated amongst staff to create mutual understanding and ownership and facilitate input from staff in the strategic planning process
- Actively monitor the changing local security, political, and humanitarian situation which may have an impact on the programming, sharing and discussing trends and potential responses with the Country Director.

5.2. Project / Support function management

- Either independently or in collaboration with working groups, UN clusters, local authorities and community representatives, undertake detailed analysis and design appropriate project interventions to meet needs and strengthen local capacities. Actively engage with other humanitarian actors currently implementing interventions to ensure coordination and harmonisation of approaches where appropriate.
- In conjunction with the Country Director write project proposals (narrative, log frame, activity schedule and budget) for Tearfund approval and submission to donors.
- Manage the implementation of sector project activities to achieve project goals and objectives including designing and implementing relevant indicators, monitoring and evaluation systems and frameworks (including baseline surveys, ongoing market analysis and price monitoring, expenditure tracking and impact assessment methodologies) in addition to supporting project reviews in accordance with Tearfund and donor requirements.
- Conduct regular monitoring visits to project areas to review progress, quality, and beneficiary feedback and advice and support field staff with the identification and solution of technical issues.
- Participate in project evaluations and assist in the analysis of results.
- Liaise with Logistics, Finance and other departments as appropriate to identify and plan the support needed for implementation of projects, advising on procurement needs as appropriate.
- Delegated responsibility for sector project budgets, in conjunction with the Country Director ensure project budgets are scheduled, a procurement plan is drawn up, monitor expenditure to budget and identify any corrective actions required.
- Oversee the administrative functions for the project team, ensuring an effective finance, logistics and HR functions.
- Oversee regular project learning reviews to identify learning, disseminating to project staff and adopt learning into implementing action plans to improve programming.

5.3. Corporate policy and compliance

- Ensure staff are fully briefed/trained on the security measures and understand individual and collective responsibilities for safety and security, including appropriate actions in case of security incidents, that incidents are reported, learning is recorded and corrective actions taken.
- Ensure health and safety policy is understood by staff and implemented and any accidents are recorded and reported appropriately, critical learning is captured and corrective actions taken.
- Ensure that policies and commitments regarding the protection of children and vulnerable adults and the prevention of fraud and bribery are consistently applied.
- In conjunction with the HR Officer, responsible for the local recruitment of sector project staff implementation is consistent with Tearfund HR recruitment policies, the legal context and local practice.



- In conjunction with the HR Officer, responsible for the comprehensive briefing and induction for staff, ensuring their familiarity with Tearfund's vision, values, Quality Standards, policies and country strategy objectives and their individual responsibilities in upholding these standards and policies.
- Ensure compliance of all projects to Tearfund's Global Process System (GPS) for the development and implementation of project proposals, reporting, monitoring, evaluation, audit, learning, project completion and for compliance with donor terms and conditions.
- In conjunction with the CD, and HR, Logistic and Finance Officers, ensure projects are compliant to policies and procedures set out in Tearfund's Global Operating Manual (GOM)

5.4. Team management

- Ensure Tearfund's purpose, values and the programme objectives are communicated amongst staff to foster understanding and ownership
- Lead and manage direct reports (CCT and DMCS Officers) ensuring clarity over plans and priorities, providing supervision, guidance and mentoring, encouraging effective team work and inclusiveness and building a team spirit through regular meetings and events.
- Provide management support to direct reports, in their management and development of others, and implementation of their role objectives, work plans and budgets.
- Coach, mentor and capacity build project sector staff in project cycle management, sector good practice, and embedding Tearfund's Quality Standards
- Implement Tearfund's performance management system with direct reports and within the operational programme, with objective setting, probationary reviews, regular catch ups, 6-monthly performance appraisals, development planning and exit interviews, carried out for staff, and take appropriate remedial action to address any areas of poor performance.
- Conduct disciplinary and grievance procedures as required, in conjunction with the CD.
- Provide spiritual and pastoral support to direct reports and other staff where appropriate.
- Contribute to developing and modeling a team culture characterised by a shared vision, commitment and mutual accountability that reflects Tearfund's values.

5.5. External representation

- As delegated by the CD, represent Tearfund to local authorities (whether formal governmental or informal de facto authorities), securing the necessary approvals to operate.
- Build positive working relationships with project stakeholders including Community Leaders and members, Government Authorities, UN and other related stakeholders to build local community acceptance of Tearfund.
- Represent Tearfund with other NGOs and UN agencies ensuring coordination and constructive working relations and attendance at relevant inter-agency coordination and security meetings.
- Actively support policy influencing (advocacy) activities at local levels, in consultation Country Director in line with the country programme strategy and specific advocacy plans.
- In conjunction with the CD, build constructive relations with Tearfund Partners and local churches, seeking opportunities for collaboration work in accordance with the Country Programme Strategy.

Part 2 – Person specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Degree and/or equivalent qualification in relevant sector 	<ul style="list-style-type: none"> • Masters in International Development or a related discipline
Experience	<ul style="list-style-type: none"> • Substantial experience in: <ul style="list-style-type: none"> ○ Multi sector project management and implementation ○ Monitoring & Evaluation • Proven experience in: <ul style="list-style-type: none"> ○ Strategic planning ○ Staff development and capacity building ○ Designing and conducting market assessments • Proven team management in humanitarian environments with successful examples of local staff management. • Successful experience of project cycle management, especially in complex environments • Proven experience of operating in insecure environments 	<ul style="list-style-type: none"> • Working to SPHERE standards, People In Aid and Red Cross Codes of Conduct • Experience in finance, procurement, logistics and systems • Proposal development experience • Experience implementing projects in designated context • NGO experience (specifically working with INGO's and partner organisations)
Skills/Abilities	<ul style="list-style-type: none"> • Analytical and problem solving skills • Excellent English written and verbal communication skills • Training and mentoring skills • Computer literate • Negotiation and representation skills • Ability to lead, participate and facilitate in collective staff prayer and bible studies 	<ul style="list-style-type: none"> • Ability to speak local language
Personal Qualities	<ul style="list-style-type: none"> • Committed Christian with a personal relationship with God • Committed to Tearfund's Mission, Values and Beliefs • Demonstrates strong commitment to localisation of aid agenda and addressing root causes of complex crisis, and able to articulate that with commitment and passion • Self-disciplined with ability to work proactively, using own initiative. • Flexible and resilient, able to accommodate changing priorities and to remain calm under pressure. • Commitment to diversity and inclusion, including gender and disability. • Demonstrates sensitivity and skills in working cross culturally. • Self-aware and able to learn from others. • Willingness to live and travel in basic conditions 	<ul style="list-style-type: none"> • A people and team developer
OTHER COMMENTS: All roles require a DBS/Police check		