



<b>Job Title</b>	<b>Zimbabwe Programme Manager</b>		
<b>Reports to</b>	Head of Development, Embassy of Ireland, Pretoria		
<b>Embassy Team</b>	Development		
<b>Location</b>	Harare, Zimbabwe		
<b>N° Reporting Staff</b>	None		
<b>Job Profile</b>	<p>Under the direction of the Head of Development manage and coordinate the implementation of Irish Aid's Programme of assistance in Zimbabwe to ensure delivery of Ireland's whole-of-Embassy outputs:</p> <p><b>1: Innovative health and disability models targeting women and children;</b>  <b>2: Opposition to Gender Based Violence and support for GBV survivors strengthened;</b>  <b>3. Civil society's capacity to promote good governance and human rights improved;</b>  <b>4: Educational linkages, networks and cooperation increased.</b></p> <p>Priority will be on ensuring effective Programme Cycle Management and systematic communication with the Embassy in Pretoria.</p>		
<b>Key Performance Areas</b>	<b>KPA detail</b>	<b>Competency Requirements</b>	<b>% time</b>
<b>1. Programme and grant management, monitoring, administration and reporting</b>	<p>Manage Ireland's integrated Development Programme in Zimbabwe and implement Ireland's development policies and systems across all programme interventions and related activities:</p> <ul style="list-style-type: none"> <li>• In line with Irish Aid's Grant Management Guidelines provide oversight and engagement with partners in receipt of Irish Aid funds: <ul style="list-style-type: none"> <li>➢ UNICEF/UNFPA The Health Transition Fund</li> <li>➢ UNFPA GBC Prevention and Response Programme</li> <li>➢ SAfAIDS and sub-grantees;</li> <li>➢ TRACE Transparency, Responsiveness, Accountability &amp; Citizen Engagement programme – DFID/DAI</li> <li>➢ Irish Aid Fellowship Training Programme</li> <li>➢ Other partnerships to be developed.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Delivery of results, ensuring high quality and optimal use of resources, with accurate monitoring and reporting.</li> <li>• Specialist knowledge and expertise including in more than one of the following: health, gender, HIV/AIDS, good governance and human rights.</li> <li>• Specific knowledge on UN systems and reporting requirements</li> <li>• Management and team work. Flexibility and comfortable adaptation</li> </ul>	30%



	<ul style="list-style-type: none"> <li>• Undertake monitoring visits to ensure programmes implemented as per agreements. Manage and report variances in programme and financial areas.</li> <li>• Monitor, research and analyse the progress and impact of all related programmes activities within the sector and related sectors, assessing programme information and therefore ensuring regular and adequate context analyses to guide future programme interventions.</li> <li>• Support beneficiary organisations: this includes but is not limited to technical and management advice, documentation, facilitating meetings, assisting reporting, etc</li> <li>• Manage and maintain all administrative systems relating to programme and sub-programme interventions</li> <li>• Compile, edit and submit programme reports as required by the various grant agreements.</li> </ul>	<p>to change.</p> <ul style="list-style-type: none"> <li>• Analytical and conceptual thinking, seeing relationships between issues and identifying coherent solutions.</li> <li>• Networking/Influencing, developing key relationships</li> </ul>	
<p><b>2. Advocacy and representation</b></p>	<ul style="list-style-type: none"> <li>• Engage with and manage/monitor programme and linked stakeholders, building their understanding of Ireland's goals and values, and demonstrating the alignment with partner goals and values</li> <li>• Monitor and report on contextual developments in Zimbabwe in general and in particular in relation to Ireland's programme focus</li> <li>• Provide an analysis of current sector policy debates and developments, and provide briefings and briefing papers to inform HQ, Embassy staff, consultants and other relevant stakeholders as required to ensure programme continuity and enhancement</li> <li>• Represent the Embassy and its interests and values at partner meetings or other relevant fora, and participate in policy dialogues</li> <li>• Maintain links with other funding agencies and partner forums to identify potential areas for collaboration, sharing the experiences of best practice to relevant intervention programmes</li> <li>• Undertake and report on information sharing activities with external national and international stakeholders as required</li> </ul>	<ul style="list-style-type: none"> <li>• Communications skills, ensuring information is provided clearly, concisely and confidently when speaking and in writing.</li> <li>• Effective and targeted communications, ensuring responsiveness, diplomacy, tact, courtesy and respect for others at all times</li> <li>• Networking/Influencing, developing key relationships</li> <li>• Analytical and conceptual thinking, seeing relationships between issues and identifying coherent solutions.</li> <li>• Delivery of results, ensuring high quality and optimal use of resources</li> </ul>	<p>30%</p>



<p><b>3. Civil society engagement and capacity enhancement</b></p>	<ul style="list-style-type: none"> <li>• Establish and maintain relationships with relevant civil society organisations, assessing strengths and weaknesses and potentials for engagement/partnerships</li> <li>• Facilitate the creation of synergies between national and local responses as part of programme development</li> <li>• Where required, provide capacity building training</li> <li>• Develop relations with counterparts (civil society networks and partner organisations) and work towards their strengthening, including enabling community dialogues, and ensuring participation of marginalized groups</li> </ul>	<ul style="list-style-type: none"> <li>• Networking/Influencing, developing key relationships</li> <li>• Analytical and conceptual thinking, seeing relationships between issues and identifying coherent solutions.</li> <li>• Management and teamworking,</li> </ul>	<p>15%</p>
<p><b>4. Communications and teamwork</b></p>	<ul style="list-style-type: none"> <li>• Act as an effective link between Zimbabwe programme, the Embassy and HQ</li> <li>• Collect, collate and share up-to-date information on trends, challenges and successes to inform programme planning, implementation and impact</li> <li>• Consult with strategic partners and other relevant parties to determine resource and support needs for Zimbabwe and partner communications</li> <li>• Organise logistics for visits from Embassy Pretoria/HQ and other missions as required</li> <li>• Participate in Embassy programme staff meetings and undertake delegated roles and responsibilities</li> <li>• Report to line management as required</li> <li>• Participate constructively in performance review processes</li> <li>• Carry out any additional responsibilities that may be assigned by the Head of Development from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal communications, ensuring responsiveness, diplomacy, tact, courtesy and respect for others at all times. Open and constructive discussions around work issues</li> <li>• Communications skills, ensuring information is provided clearly, concisely and confidently when speaking and in writing.</li> <li>• Management and team working Flexibility and comfortable adaptation to change.</li> </ul>	<p>20%</p>
<p><b>5. Contribution to Whole of Embassy Strategy Planning and Implementation</b></p>	<ul style="list-style-type: none"> <li>• Participate in Strategy review processes, and contribute relevant information, analyses and directions that advance Ireland's goals and values</li> <li>• Ensure that the Zimbabwe programme is accurately represented and adequately resourced in the Strategy</li> <li>• Provide accurate financial information to inform strategy review and development</li> <li>• Contribute to the Development Team's knowledge management and learning functions and practices, and the maintenance of a repository of information, statistics and trends</li> </ul>	<ul style="list-style-type: none"> <li>• Teamwork, to enable high performance, clear and realistic objectives, including effective and targeted communications</li> <li>• Analytical and conceptual thinking</li> <li>• Delivery of results, ensuring high quality and optimal use of resources</li> </ul>	<p>5%</p>



<b>Qualifications and Skills Requirements</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• A first degree in social science, health, community development, management, education or law, or a related discipline.</li><li>• 8 years' development related experience (of which at least 4 should be in Zimbabwe).</li><li>• Proven programme management, planning and monitoring skills.</li><li>• Excellent written and oral communication skills (including computer literacy).</li><li>• Excellent interpersonal skills and the ability to work independently (self-starter) and as part of a team.</li><li>• Proven ability to collate and distil large amounts of information, summarising findings to be used for management decisions and planning.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Master's degree in a related field.</li><li>• Experience of working for a bilateral donor.</li><li>• Programme experience in health, gender and/or human rights.</li><li>• Demonstrated capacity in policy development and influencing.</li></ul>	
<b>Terms and Conditions</b>	<ul style="list-style-type: none"><li>• <b>Working hours:</b> full time, or 37 hours per week. Occasional late working or attendance at work-related events outside of working hours is required. Regular travel is required.</li><li>• <b>Overtime:</b> Time off in lieu per agreement with line manager.</li><li>• <b>Salary Scale:</b> \$5,000 TO \$7,000 successful candidate will start at the first point on the scale.</li><li>• <b>Benefits:</b> Medical Aid.</li><li>• <b>Primary work location:</b> Irish Aid Office co-located in the EU Delegation Offices in Harare.</li><li>• <b>Start date:</b> 3<sup>rd</sup> June 2017. There is a 6-month probation period (June -Nov 2017).</li></ul> <p><b>Performance Management:</b> The Embassy of Ireland operates a Performance Management Development System (PMDS) based on that used in the Irish Civil Service. Staff members agree, with their manager, goals, key tasks and targets aligned to an Annual Business Plan. Performance is reviewed mid-year and at year-end. The PMDS also includes agreed professional development and training. The Gender and Human Rights Manager agrees his/her profile with the Head of Development</p>	