

Programme Manager (Ethiopia)

Terre des Hommes Netherlands is looking for a full time Programme Manager for its projects in Ethiopia focusing on stopping child exploitation. The position will be based in Addis Ababa, Ethiopia with frequent travel within the country. This is a national position, open to applicants who can prove the right to live and work in Ethiopia. Initial contract period will be for one year.

Who we are

Terre des Hommes Netherlands (TdH-NL) prevents child exploitation in developing countries, rescues children from exploitative situations and ensures that these children can continue their development in a safe environment. Terre des Hommes is a rights based organisation. The United Nations Convention on the Rights of the Child (UNCRC) is the cornerstone of all our programmes.

What we do

Terre des Hommes Netherlands focuses its long-term development work on (Worst Forms of) Child Labour, Child Migration and Child Trafficking, (Commercial) Sexual Exploitation of Children and Sexual and Reproductive Health and Rights of Children (including Child Abuse and Child Marriage) and on Child Protection in Humanitarian Crises. For each of these forms of child exploitation, Terre des Hommes Netherlands develops and implements programmes, through local partner organisations while at the same time, building and providing technical capacity to partners in child protection, with a special focus on the TdH-NL's thematic areas. In East Africa, Terre des Hommes Netherlands works in Kenya, Uganda, Tanzania and Ethiopia.

Our approach

Terre des Hommes Netherlands addresses the above mentioned issues through five types of interventions: **prevention** of the worst forms of child exploitation, **prosecution** of those who perpetrate crimes against children, **promotion** of a safe and conducive social/economic/legal context for children, **provision** of services to ensure safe and enduring reintegration of child victims; and **partnership & participation** to strengthen civil society in the promotion of children's rights and include meaningful participation of children.

Objective of the function

The Programme Manager is responsible for providing substantive technical, programme, organisational and administrative support in the design,

implementation, monitoring, evaluation and reporting of projects and/or country programmes in line with defined objectives and quality KPIs. The post holder is expected to build capacity and support TdH-NL staff and partners to deliver effective and efficient services to vulnerable children, in line with TdH-NL's strategy, policies and procedures. He/she will also be expected to strengthen good cooperation with partners, relevant networks and stakeholders including but not limited to government, private sector, donors, like-minded CSOs and communities. The post is expected to lead in fundraising activities and resource mobilization as part of the country, regional and global teams.

Position in the organisation

The Programme Manager works with the Ethiopia Country Team (ECT), and receives hierarchical leadership from the Head of Region, Africa (HoR) to whom he/she reports and supervises a team of staff. He/she will, in close collaboration and consultation with the country and EA regional team, advise and act on the development, implementation and monitoring of the various projects under the child protection programme in Ethiopia. This will be done in close collaboration with, and support to, the project implementing partners in Ethiopia.

Main duties and responsibilities

1. Realising projects

- Contribute to the development of the Country Strategic Plan and annual plans.
- Coordinate implementation of the Country Strategic Plan and annual plans in consultation and collaboration with the HoR and the Ethiopia team.
- Analyse the country context in relation to child rights and thematic areas of focus, project partners' context and operational, organisational changes.
- Participate in planning and development of proposed projects, budgets, and evaluate whether the proposed projects are in line with TdH-NL's policies, country and global strategy and laid-down selection criteria.
- Advise whether or not to give proposals further consideration and discuss the analysis with the country team, and others as appropriate, in preparation for final decision making.
- Prepare the necessary documentation for approval of new and ongoing partnerships and project proposals according to TdH-NL's guidelines.

- Translate a developed project plan into a concrete and achievable work plan for project execution, submitting this to the HOR for approval and communicating the work plan to the relevant stakeholders.
- Manage staff to deliver on project plans taking into account efficiency and quality (ensuring projects are executed on time, on scope and on budget).

2. Improving service

- Support and monitor the project partners through regular communications and programme visits at least once per quarter and ensure that programme and finance commitments as per partner contracts are being fulfilled. Liaise with the Finance and Administration Manager regarding budgets and expenditure.
- Ensure that all scheduled partner and project reports such as progress and financial reports are delivered and verified timely and that they are of good quality, according to TdH-NL's standards, analyse the received information and compile the necessary reports to the country team.
- Support the Marketing and Communication Officer at the Regional Office with information and materials for marketing and communication.
- Inform relevant persons/organisations/institutions on support given to project partners, project activities and expected results.
- Maintain the database and regularly update project documentation/ files for reference by all concerned.
- Maintain relevant network contacts and represent the organisation with internal and external relations.
- Identify together with project partners areas for further improvement on management and/ or programme quality of project partners and define frameworks, procedures and indicators oriented towards improved organisational and project management.

3. Improving workflows

- As part of a team, translate developments and situation specific information into thematic and country annual and strategic policies.
- Lead in the continuous assessment of child protection needs and gaps in the country in order to ensure that these are appropriately reflected in project strategies and interventions.
- Identify new trends and developments in the area of child exploitation and ensure timely updates to the HoR .

- As and when relevant, coordinate activities of assigned consultants for specific tasks, such as evaluations, etc.

4. Support in L&A, networking and stakeholders engagement

- Represent TdH-NL in relevant forums for furtherance of country profiling, visibility and expert recognition as a key contributor to the child rights movement in Ethiopia.
- Engage in the Joining Forces Alliance activities together with other key child rights organisations seeking realisation of child rights in Ethiopia.
- Support integration of regional and country lobby and activities in line with TdH-NL thematic focus

5. Fundraising, resource mobilisation and signature projects development

- Develop and execute a country fundraising strategy and action plan working closely with the Programme development manager and other HO and regional teams.
- Provide deliberate steer on potential donor intelligence, engagement and relations management leading to securing funding partnerships
- In line with the global strategy and country plans contribute to the realisation of flagship signature projects in Ethiopia.
- Contribute to definition of signature models, projects and approaches
- Support fundraising and project development efforts on signature and other high quality, high visibility systemic change projects

Perform any other duties as relevant for the country programme as assigned by the line manager and as can reasonably be expected from the position.

Knowledge, skills and experience

- Minimum of a Bachelor's degree in development studies, project management and planning, project strategy, strategic management, child rights or other relevant fields. Masters degree level will be an added advantage.
- Minimum of eight years in projects management with at least 4 years in a similar position in an INGO
- Experience with Child Rights based programming is an advantage
- Experience with Lobby & Advocacy will be an added advantage
- Experience in PME of large donor funded projects is essential

- Proven experience in capacity building of civil society organisations
- Knowledge of and experience in project cycle management, including the use of Theory of Change and other planning tools, including project MIS.
- Experience with financial management and in managing projects funded by major donors such as UN, UKAID, USAID, EU, foundations
- Experience in supervising/leading a team
- Verbal and written fluency in English
- Strong interpersonal communication skills- written and orally
- Planning, organising, cooperation, performance oriented
- High degree of taking initiative and working independently

Competence profile

A. Cooperation

Can contribute to a collective result, even when there is no personal benefit at stake.

Level 2: Works together at own initiative to make a contribution to the achievement of shared objectives.

B. Planning & organising

The effective alignment of activities, time and resources to achieve objectives.

Level 3: Coordinates and aligns activities and supports and encourages others in the direct vicinity to start to plan and organise.

C. Problem-solving ability

Actively seek logical, tangible and realistic solutions for problems.

Level 2: Can identify and articulate the core of the problem, can initiate the collection of relevant data and can propose solutions.

D. Performance orientation

Focused on goal setting and active achievement of results.

Level 2: Can articulate the results to be achieved – and achieves them.

Contract Period: One year contract with a possibility of extension.

How to apply

Please send your motivation letter and curriculum vitae by e-mail to the Regional Finance and Admin Manager at: recruitment.africa@tdh.nl, clearly demonstrating how you meet the qualifications for this position and include current and expected remuneration no later than by ***Monday, 1st March, 2021***. For more information about this position, you can contact us through the same email address.

Only Ethiopian nationals or those with permanent residence and permit to work in Ethiopia should apply.

Note that due to the expected large response only shortlisted candidates will be contacted. The selection procedure will also include an assessment test, and checking of recent professional references.