

JOB PROFILE

Job Title:	Head of Programmes
Place of Work:	Islamabad
Reports to:	Country Director
Line management responsibility:	Yes
Budget Responsibility:	Yes
Child Protection Level:	2
Line Manager:	

Team Purpose

The team purpose is to ensure that all SC UK programmes and projects are being implemented in an efficient, effective and transparent manner to promote the basic rights of children which includes access to quality education, appropriate health care and protection and in so doing also promotes and supports an enabling environment to make a difference in the lives of children.

Job Purpose

The job purpose is to ensure effective and efficient implementation of all programmes and projects generally related to but not exclusive to education, health, child rights and protection for the whole of the Pakistan country programme and in accordance with organisational and donor requirements.

Job Summary

The Head of Programmes will overall manage the Pakistan programme operations through the Programme Managers and programme, project and field staff and in close collaboration and coordination with the Country Director.

The Head of Programmes along with his/her team is responsible for the implementation of all programmes and projects relating to but not exclusive education, health, child protection and emergencies which will contribute effectively to lasting progress towards achieving SC UK global objectives set out for each thematic area within the framework of SC UK's Vision, Mission and Goals and in accordance with the Country Strategy and Thematic Programme Plans.

The Head of Programmes would take the lead in designing implementation strategies for approved projects and programming in close coordination with the Manager Effective Programming and Programme Managers and manage relationships with

implementing partners through the Programme Managers to ensure donor and organisational compliance and best practice in project implementation.

The Head of Programmes would ensure that partner assessment exercises are undertaken for each partner, potential or active and for ensuring that the resulting institutional development plan is implemented to build the capacity of implementing partners in terms of effectively delivering the results and supporting sustainability; effective partnership management.

Similarly the Head of Programmes would work in close coordination with the Country Director, HR and Finance teams to ensure effective risk management, cost effectiveness and transparency in all operational aspects of the programme.

In close coordination with the Country Director, Manager Effective Programming and Programme Managers, the Head of Programmes would also ensure effective planning, including annual operational plans and quarterly plans, to meet the objectives of the strategic and thematic plans within the financial framework of the programme. This would include effective and efficient utilisation of all funding, donor compliance reporting and support for fund raising activities in support of programme and thematic plans.

Key Accountabilities

1. Functional Responsibilities

Responsible for the direct implementation of all programme, projects and field activities in the country programme in close coordination with the Country Director, all Programme Managers and Emergencies Coordinator.

Finalisation and approval of all implementation strategies; including operational work plans, budgets and procedures for donor and organisational compliance and best practice

To line manage the Programme Managers – Health, CP and Education and the Emergencies Coordinator in all locations of the country programme; providing guidance and support to enable them to more effectively and confidently manage programme, project and field activities

To ensure with assistance from Programme Managers and Emergencies Coordinator and in coordination with the Manager Effective Programming that all projects are effectively monitored, assessed for impact and where required evaluated to ensure implementation in accordance with operational plans and budgets and where appropriate course correction is set and adhered to.

Regular visits to all field areas of operation to assess programme/project progress and to liaise with implementing partners as appropriate.

A working Knowledge of donor requirements & trends.

Strengthening staff and partner capacity in project development.

Coordinate project design & proposal development processes by working with field , regional & head quarter technical, development and operational colleagues.

Leading on identifying & obtaining support for new initiatives that foster and improve the strategic objectives of CO.

Working with project staff to ensure the proper maintenance of all files records & documents related to programme activities.

To settle any issues that may arise during the course of implementation of programmes and projects in situations where the issues have not been resolved through the Programme Managers

To support and endorse continuous professional development of all programme team members actively seeking opportunities for capacity building within the programme the region and other as appropriate

To support Programme Managers and Emergencies Coordinator in ensuring compliance with all organisational HR, finance reporting and administrative systems, policies and procedures in close coordination with HR, finance, administration and programme support teams

To support Programme Managers in ensuring that progress reports, both narrative and financial are prepared to a high standard and submitted within the agreed timeframe and are in compliance with donor and organisational requirements

To line manage Programme Managers and Emergencies Coordinator providing on-going support, feedback and ensure that all HR and administrative requirements are met. To finalise project proposals, initiate project implementation and to ensure technical soundness and quality during implementation.

To facilitate and coordinate visiting missions; this may include development of TORs, selection of consultants, ensuring external evaluations are facilitated; liaison with donors, regional and head office

To work in coordination with and provide support to Manager Effective Programming and Programme Managers in the development of Institutional analysis and the development of strategic and operational thematic plans within the framework of SC UK's, Vision, Mission and Goals, Thematic Programme Plans, the Country Strategy and other relevant corporate policy documents

As a senior member of the country programme team to actively participate in programme development; risk management; profile building; advocacy, financial planning, fund raising, strategic decision making and corporate policy issues;

2. Financial Responsibilities

Prepare annual budgets in coordination with all Programme Managers and Emergencies Coordinator and the finance team in accordance with annual operational plans; ensure quarterly budget reviews and adjustments where required and donor compliance

Approve and amend budgets in the FBS (Field Budgeting System) and ensure that these are sent to the Country Finance Manager for uploading into the Sun System; this would also include ensuring that quarterly budget reviews are completed

In close coordination with the finance team, Programme Managers and Emergencies Coordinator ensure that financial reports for donors are submitted within the stipulated timeframe correlating programmatic information i.e. progress against activities and targets with the financial report and expenditure and ensuring a high quality report

Review and approve requisitions, quotations, purchase orders and invoices of all expenditures related to his/her budget

Prepare in coordination with the finance team and Programme Managers quarterly KPIs for submission to regional office/head office.

Monitor programme budgets on a monthly basis with Programme Managers and actions to be taken on variances of budget monitoring reports provided by the finance department.

Ensure effective grant management systems in collaboration with the Country Director, Programme Managers, Emergencies Coordinator and the Country Finance Manager; this would include completion of PADs and CADS for each project

3. General

- 3.1 To attend team meetings and weekly briefing sessions as appropriate
- 3.2 To attend training/learning opportunities as agreed with the Country Director and HR Manager
- 3.3 To be available and responsible for rapid onset emergency response work
- 3.4 Mentoring staff & contributing to an atmosphere ;conductive to professional growth and development.

Knowledge, skills and experience requirements:

- Minimum of ten years of experience; 5 years at a senior management level of an INGO/NGO
- Post-graduate degree in social sciences or related discipline
- Rich experience in project management; working in partnerships with local NGOs
- Ability to lead and manage a team of high level committed professionals ensuring effective utilisation of staff and resources; demonstrates strong leadership behaviour
- Experience in implementing rights based programme interventions
- An in-depth understanding of development issues pertaining to children; commitment to work with and for children
- Demonstrate strong work ethics; organisational values and commitment
- Strong analytical, interpersonal, communication and networking skills
- Decisive and incisive decision maker; understands the impact of decisions on others;
- Effectiveness in identifying problems, problem solving skills
- Effective negotiation skills, diplomatic skills and cultural and political sensitivity.
- Ability to create and maintain a high level of effective output; capacity to work within exacting standards of performance with minimal supervision
- Has a broad vision; ability to see the bigger picture; actively influence events; seeks and recognises opportunities; originates action
- Ability to analyse, process and present numerical information, eg. financial and statistical data
- Tactful; ability to accept criticism; tolerant, embraces diversity, understanding; has the ability to adapt behavioural style to the circumstances in order to achieve positive outcomes
- Excellent writing skills in English; ability to write high quality reports in English
- Proficient in Ms Excel , MS Word, Outlook
- Willingness to travel extensively.

Child Protection - level 2

Level 2 - the responsibilities of the post do not require you to have regular one to one contact with children or young people but you may have infrequent contact, usually with different groups of children and young people.

Signature of Head of Programmes: _____

Date: _____

Signature of Line Manager:

Date: _____

NOTE: This document is subject to revision.