

Senior Program and Partnership Manager

The Africa Early Childhood Network (AfECN) serves as a platform to champion excellence and collaboration in protecting children's rights, influence policy and practice, strengthen partnerships and share experiences and knowledge in ECD on the African continent. The network brings together civil society organizations, academia, and the private sector at national and regional levels. AfECN works through five core programmes to guide collaborative partnership efforts towards the achievement of improved child outcomes for all children in Sub Saharan Africa: Advocacy, Strengthened Partnerships, Knowledge Generation, Improved Practice, and Leadership Development.

Job Summary: Reporting to the executive director, the senior program manager will be responsible for overseeing effective delivery of all AfECN programmes. The specific areas of focus include guiding programmatic delivery, leading program strategy implementation, grant management, fundraising and stakeholder engagement.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities for the position include:

Program and Grant Administration

- Establish a method for monitoring the progress of programmes and improving efficiency
- Provide ongoing monitoring of the status of programs and complete regular check-ins with programme team on key programmes including specific grant requirements
- Overall monitoring of programs and specific grants for both external/donor requirements and AfECN internal policies and requirements.
- Recommending new programmes according to AfECN's strategic objectives
- Develop and contribute to the development of technical assistance tools and products (assessments, reporting templates, training curriculums/tools, M&E, etc.) that enhance programmatic impact through improved learning mechanisms as well as through influencing program partners and team members for adoption, utilization, and dissemination.
- Support coordination of proposal writing, status of proposal and communicate to the relevant parties as appropriate.
- Facilitate learning across departments and programs including lessons learned and knowledge of resources/tools/best practices, etc.
- Co-ordinate ongoing documentation including report writing as well as the AfECN annual report.
- Lead, coach, develop, manage AfECN staff (full time staff, part time staff, interns, program support officers, consultants and others)
- Build and entrench a culture of professionalism, efficiency and innovation in line with core AfECN values

Partnership Development and Management

- Cultivate new and existing relationships with key stakeholders to maximize AfECN's collaboration, impact, and visibility.
- Serve as liaison and representative with key partners, forums, and stakeholders at both national and regional levels.

- Actively engage in the relevant sector working groups and networks to stay abreast of the latest developments, innovations, and best practices.
- Contribute to business development particularly by identification of potential strategic partners and relationships, supporting and at times leading on concept note and/or research design development.

KEY SKILLS AND COMPETENCIES

The Senior Programme Manager should be able to:

- Apply quality management principles and processes
- Apply risk assessment and management principles and processes
- Network effectively, negotiate well and influence people
- Broker relationships with stakeholders within and outside the programme
- Be aware of the broader perspective and how it affects the programme

Specifically, the Senior Program Manager should demonstrate competence in all of the following:

- Strong strategic, analytical, and project management skills: demonstrated ability to take responsibility for a diverse number of activities and to complete them in a timely manner; deadline driven, and able to manage multiple projects and engagements simultaneously.
- Stakeholders Engagement: Establish system and matrices for effective stakeholders' engagement.
- Staff Management and Teamwork: Establish and sustain a culture that drives cooperation, open mindedness and positive relationship among staff whilst motivating core staff for retainership
- Behave Ethically: Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization particularly with current partners and sponsors; Command a professional image.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner including by phone with several stakeholders; Articulate the organization's vision, mission, program objectives with relevant stakeholders.
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization; Proactively take actions necessary to produce results and able to work independently/with little guidance.
- Self- Management: Is self-directed, eager to meet and exceed objectives, and excited to take on more responsibility.

EDUCATION

- Post graduate degree in Project Management. Human Resources Management is an added advantage
- Proficiency in Project Management Software
- Proficiency in MS Office applications (Outlook, Word, Excel and PowerPoint)

REQUIRED PRIOR EXPERIENCE

- Minimum of 10 years' experience in a management position
- Prior experience in a strategy-based position
- Prior experience working in a not for profit or in the not-for profit space
- Prior experience in a program related role

If interested and you meet the desired qualifications, please submit the following to hr@afecn.org under the subject '***Application for Senior Programme Manager Position***' by 17th February 2023:

- A cover letter,
- Curriculum Vitae (CV),
- Motivation statement (max 2 pages),
- Testimonials, copies of academic transcripts as a single PDF document

Only successful candidates will be contacted.