

Job Description
Program Manager, NEAR

Organization	NEAR - Network for Empowered Aid Response www.near.ngo (Hosted by Adeso - African Development Solutions, www.adesoafrika.org)
Position Title	Program Manager(National position)
Reporting to	NEAR Executive Director/Chairperson
Working with	NEAR Team, PDQU Staff, Adeso DC and UK Fundraising Staff
Program/Duty station	Kenya, Turkey, or India – To be Determined
Duration	One year renewable based on performance and funding availability
Starting Date	As soon as possible

ABOUT ADESO

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

ABOUT NEAR NETWORK

Adeso together with other local and national NGOs have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The network, NEAR (Network for Empowered Aid Response), is a movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships.

OBJECTIVES OF THE ASSIGNMENT

NEAR is looking for a Program Manager to coordinate the efforts of team members and third-parties to deliver the Network priorities per plans and conditions of donor contracts. The Program Manager will monitor the Network's implementation plans, oversee the Network budget and manage resource mobilization initiatives. S/he will contribute to the develop of technically sound and timely proposals in response to funding opportunities, and the preparation of well written internal and external reports, oversee M&E and Learning and support the Network Director to manage logistics and coordinate all Network related activities.

SCOPE OF WORK

More specifically the Program Manager will:

- Coordinate with the Adeso PDQU and fundraising teams on developing grant proposals, including design, technical and budgeting aspects, and develop supporting materials for funding proposals as required,

- Support the Network Executive Director in planning and following up on the network operations including;
 - Development of consultant TORs
 - Managing procurement process
 - Managing the recruitment, bidding and hiring process, etc.
- Coordinate with other agencies in regards to the network membership and participate in various meetings as necessary.
- Embrace a mission-driven, cohesive, and supportive attitude within the network.
- Responsible for the successful implementation of the NEAR priorities; ensure timely (in accordance with the work-plan) and efficient delivery of and reporting on activities.
- Oversee quality control throughout the project life cycle, including ensuring implementation of the appropriate M&E tools and integrating them into the project activities.
- Ensure the required program support is provided for smooth delivery of the Network.
- Responsible for managing the Network in accordance with the approved program budget.
- Institute and chair routine program management and staff meetings to ensure coordination across the Network.
- Represent the Network internally (head office and other Adeso offices) and externally (stakeholders) as required.

SKILLS AND QUALIFICATIONS

- Master's degree relevant to Humanitarian Aid e.g. International Relations, Development Studies, Social Sciences etc.
- A minimum of five years' experience in government organizations and INGOs both at managerial and technical level, preferably related to Programming in the South
- Demonstrated experience in designing, managing, implementing, monitoring and evaluating programs and projects (program management)
- Demonstrated ability in assessing, documenting and disseminating lessons learnt.
- Experience in advocacy, partnership and networking at national and international levels
- Computer literate (MS word, Excel, Power Point and statistical packages)
- Fluent in oral and written English and another language (French or Spanish preferred)
- A deep, broad knowledge of development with a strong background in establishing and developing relationships with key contacts in national government and foreign governments, foundations, corporations and related international development entities.
- Prior success in developing and implementing innovative and creative strategies.
- Excellent interpersonal skills, including the ability to communicate confidently and effectively with staff, donors and senior leaders; must have strong written, oral, and listening skills.
- Proficient at crafting grant applications and proposals, as well as managing the grant writing process.
- Ability to convey complex ideas effectively and in a compelling manner to external audiences.
- Exceptional organization, analytical, strategic planning, and research skills.
- A proven ability to work collaboratively and thoughtfully across the organization and as part of a committed, integrated team.

APPLICATION PROCESS

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to jobs@near.ngo, quoting “**Program Manager, NEAR**” in the email subject matter, by **14th July, 2017**.

Each application should be addressed to HR Manager and include the following:

- An updated CV with updated contact details: Phone No., Email Address and Skype ID; and
- An application letter which should include cover letter, previous remuneration history and expected remuneration and contact information for three work-related referees.

Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted. The NEAR Network is an equal opportunity employer and does not discriminate based on one's background, beliefs, gender or sexual orientation.