



VACANCY ANNOUNCEMENT
Program Manager/Head of Office

Organization	Adeso: African Development Solutions, adesoafrica.org
Position Title	Program Manager/Head of Office
Reporting To	Director of Programs and Operations
Working Closely With	Program Team in Somalia and Kenya
Duty Station	Garowe, Somalia, with frequent travel in Puntland
Duration	2 Years
Starting Date	Immediately

ORGANIZATIONAL CONTEXT

Adeso is a vibrant African-based development and humanitarian organization. At Adeso, we work with African communities that are on the path toward realizing their full potential by working inside these communities to create environments in which Africans can thrive. 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. For the past 30 years, we have strengthened rural livelihoods through environmental awareness, training, technology transfer, and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future.

Currently, Adeso has programs in Somalia. In addition, Adeso has proven itself to be one of the foremost leaders in the ongoing global effort to decolonize the humanitarian and development aid system. Adeso currently leads coalitions to re-imagine aid to shift power, resources, and decision making toward Global South communities where they will ultimately be the most effective, enduring and transformative. Adeso is a great place to work that is currently experiencing managed rapid growth.

POSITION SUMMARY

The Program Manager is primarily responsible for the ongoing program planning and development, implementation, and daily oversight and management of Adeso’s Somalia programs.

SPECIFIC ROLES AND RESPONSIBILITIES

The PM is responsible for ensuring that all programmatic deliverables are met, that programs remain on schedule, that program quality is assured, and that staff have access to all necessary technical resources. This includes oversight of program support functions in Somalia. The position is based in Garowe, Somalia with frequent travel within Somalia and some travel to Nairobi. The PM reports to the Director of Programs and Operations and works hand-in-hand on grants and partnerships with the Program Coordinator. The PM provides management oversight of the team in Somalia.

Adeso has long-respected programs for cash-transfers, agriculture and fishery development, and WASH responses. As Adeso expands its drought response, the PM will be responsible for oversight of the implementation of new WASH activities, as well as ongoing program activities across Adeso’s portfolio.

The position includes the following responsibilities:

General Program Management Duties

- Lead the quality and timely implementation of all program activities in Somalia, based on best-practice and community-based feedback.
- Provide leadership and management oversight, mentoring and day-to-day guidance for the program team in Somalia, and support in the overall management of all programs and operations, including conducting regular staff performance reviews and instituting the necessary measures for improvement.
- Provide oversight to quality control, ensure adherence to and compliance with internal policies and procedures, donor regulations, and local laws throughout the program life cycle, including ensuring implementation of appropriate needs assessments, gender analyses, and other M&E tools and integrate them into program activities.
- Make frequent visits to implementation sites to ensure that appropriate care and training are being conducted and offered to staff.

Leadership and Relationship Management

- Provide dynamic leadership and oversight of Adeso's multidisciplinary team to implement the organization's work in Somalia.
- Identify and facilitate professional development support for project staff.
- Assist the Program Coordinator in expanding country portfolio in Somalia, including assisting in pursuing new sources of donor funding and maintaining adequate donor funding levels to sustain identified program and support activities.
- Lead the program team in designing new programs in response to opportunities and in efforts to fundraise, including the development of thorough log frames and realistic program budgets.
- Represent Adeso to partners, local and national authorities, ministries, UN, NGO and donor agencies to promote programs implemented in Somalia. Participate in relevant cluster coordination in Somalia and Nairobi to ensure the organization's programs play a vital role and to secure required support from the cluster coordination mechanisms.
- Work closely with the Operations Officer and Program Coordinator to ensure the safety and security of staff in all locations.

SKILLS AND QUALIFICATIONS

As a prerequisite, the successful candidate must believe in the core values of Adeso and be driven by the mission. The candidate should demonstrate a passion for breaking new ground to lead change.

- Bachelor's degree in humanitarian aid, development, management or related field required. Graduate degree highly desired.
- Minimum of 5 (five) years of experience in a management role with a national NGO or INGO/UN in a complex emergency environment, including donor liaison and program management or equivalent;
- Knowledge of, and direct experience with, donor rules, regulations and reporting standards;
- Knowledge of livelihood development programming, preferably WASH; Environmental Health; Natural Resource Management, Livelihoods (including cash transfer programming), with a preference for experience in direct management of project implementation.
- Knowledge of Humanitarian Accountability Principles.
- Experience managing a team of staff;
- Proven track record of successful proposal writing with major donors, sound knowledge of budget development, donor practices and budget/financial control. Ability to draft high quality, donor-ready reports without support;
- Self-motivated, team-player, able to work effectively in a sometimes harsh and unpredictable environment; committed to motivating and leading staff;
- Excellent management of multiple budgets, contracts and resources;



- Fluency in written and spoken English and Somali.
- Extensive knowledge and appreciation for strong monitoring systems and experience developing them.

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@adesoafrica.org quoting the position in the email subject matter by **19th July, 2022**.

Each application should be addressed to Human Resources Department and include the following:

- Cover letter with applicant's current contact information as well as remuneration requirements;
- CV including detailed work experience, education/degrees, details of similar assignments, and three professional references with complete contact information.

Applications not including all of the above information will not be reviewed. Only short- listed candidates will be contacted. Adeso is an equal opportunity employer.