



Head of Programmes – Central African Republic (CAR)- Job Description

The Head of Programmes (HoP) will lead, develop, and manage the programmes team to achieve the aspirations of WAR Child CAR Country Strategy 2021-2023 through programme development, effective coordination, consolidation, partnership and network building, technical support, and guidance by ensuring a cohesive team spirit and motivation to perform. The HoP will ensure effective and quality implementation of the CAR portfolio, ensuring monitoring, evaluation and learning continuously informs programme implementation and design. The HoP will lead the planning and the development of the proposals/concept notes for CAR in line with the Country Strategy and Annual Plan.

If you share our values and believe that children's lives should not be torn apart by war, we want to hear from you.

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| Department: | International Programmes | Contract Type: | Fixed Term (12 months) |
| Place of Work: | Bangui, CAR | Working Hours: | 40 hours per week |
| Reports to: | Country Director - CAR | Salary Range: | £38,826 to £42,709 annual salary and competitive benefits |

About us

War Child, the specialist charity for children affected by conflict. For more than two decades we've delivering high-impact programmes that are rebuilding lives across Afghanistan, Iraq, the Democratic Republic of Congo (DRC), Central African Republic and Yemen. We understand children's needs, respect their rights, and put them at the centre of the solution - from reintegrating children formerly associated with armed groups and armed forces (CAAFAG) in the Central African Republic to reuniting children with their families in Afghanistan. **We look forward to a world in which the lives of children are no longer torn apart by war.** This is a vision that can only be realised through the collective actions of children themselves, communities and their leaders, organisations like War Child, governments and key decision makers.

Our values

Bold

We use our passion and creativity to deliver high quality evidence-based work designed to maximise our beneficial impact for children in conflict.

Accountable to children

Children can rely on us to respond to their voices and to treat them with respect and dignity.

Transparent

We expect to be held to account by our supporters and beneficiaries and we respond with openness and honesty

Committed to each other

We support each other and our partners to achieve ambitious goals and to be the best we can be. We are honest and open with each other, sharing our successes and confronting our challenges.

Your role

An integral part of the Senior Management Team in country, the Head of Programmes will provide strategic leadership to programmes teams in CAR, ensuring programme quality, high quality project design and fundraising, and effective implementation of projects. It is a critical role requiring a motivated and experienced individual with a desire for a new and exciting challenge in a fast, growing organisation. The role ensures information from the country programme is shared across departments and will represent War Child at the highest levels; donors, national authorities, clusters and national partners in CAR. Ensure strategic presence of WCUK staff in key humanitarian and development forums and clusters. Represent the organization in strategic forums. Develop and foster partnerships with donors, UN agencies, INGOs, and other key actors.

The role is managed by the Country Director in CAR.

Your responsibilities

Programme Planning, Management and Implementation

- Provide leadership in program strategy development in the themes of Child protection, education and livelihoods, ensuring cross cutting themes (gender, disability and accountability) are integrated in programme engagements.
- Lead on the development of programme ideas into quality grant proposals through a community-based and participatory approach.
- Lead the planning and the development of high-quality technical proposals and budgets in line with War Child CAR Country Strategy and Annual Plan level priorities.
- Lead on advocacy efforts in country and ensure synergies with global advocacy efforts and programming.
- Ensure effective programme management and compliance according to quality standards in remote locations and through partners..

Fund Raising & Donor Relationship Management

- Support the Country Director in developing and managing relationship within in-country donors and including the development of a plan to strengthen donor engagement and fundraising.
- Develop project concepts and proposals in consultation with donors and partners
- Ensure fundraising efforts at the country level are coordinated and strategic, in line with global and national level priorities.
- Support the Country Director to develop and foster partnerships with donors, UN agencies, INGOs and other key actors.

Partnership Management and Networking

- Represent WCUK in strategic forums at both national and international level and ensure its participation in key humanitarian and development forums, clusters, and with partners.
- Provide support to the networks for building capacity of the member organisations.
- Support the Project Managers and Head of Base in strengthening our relationship with the strategic networks and partnerships.
- Ensure effective information flow and communication with other stakeholders including partners and international teams.
- Ensure effective partnerships at all levels as per standard procedures and guidelines of the organization.

Operations Management and Compliance

- Work closely with the SMT in country to ensure relevant, effective and efficient operations support systems are in place for effective and efficient programme implementation.
- Work closely with the Finance team and the Programme Operations Coordinator to ensure timely implementation of grants and monitor expenditure to reduce the risk of disallowable costs.
- Oversee grant review processes and tracking systems to ensure timely and effective implementation of programmes.
- Maintain overview of internal and external programmatic audits and ensure any findings/recommendations are acted upon.
- Contribute to creating a culture committed to the safeguarding of children and adults and compliant to WCUK's Child Safeguarding Policies.

People Management

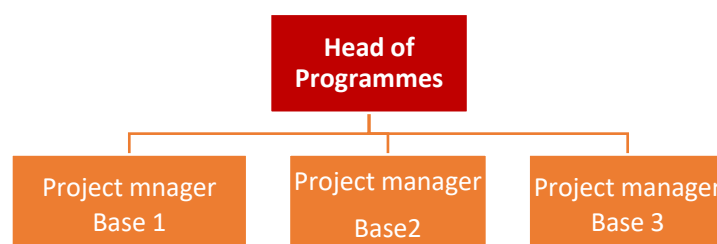
- Provide line management and leadership to Project Managers/Heads of Base, ensuring quality programme implementation and effective support.
- Motivate and engage staff promoting effective cohesion and identity across the department. Ensuring that WCUK's standards and values are known and followed within the mission.
- Oversee work of a multi-location and multi-skilled team, ensuring quality outcomes and collaboration within the team to achieve programme strategy.
- Coordinate the design of a research and learning agenda for CAR.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

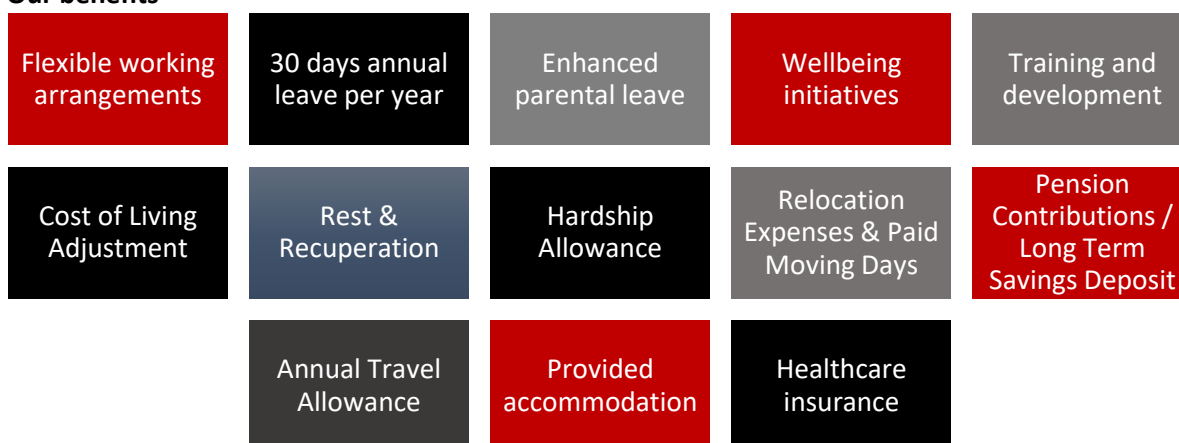
You have

- Significant experience in successfully designing and delivering strategies for programmes at scale.
- Knowledge and experience of programme management in complex multi-stakeholder programmes.
- Technical competencies in child protection, education and livelihoods.
- Skills and proven background in monitoring and evaluation and the ability to provide organisational leadership in this area.
- Proven leadership skills and the ability to manage, motivate and inspire a diverse team.
- Proven ability to influence others to achieve successful outcomes, including government, UN agencies and donors through successful advocacy.
- Ability to collaborate and form effective partnerships with internal and external stakeholders.
- Capacity to juggle multiple stakeholders and keep them engaged.
- Strong planning and organisational skills with the ability to make effective decisions.
- Excellent communication and interpersonal skills, with the ability to build positive working relationships with a broad range of stakeholders.
- Fluency in English and French.

Your team



Our benefits



Child safeguarding and Adults at Risk

Our work with children and at-risk adults to keep them safe is the most important thing we do. We are committed to the safeguarding of children and vulnerable adults in all areas of our work. We have **zero tolerance** for any behaviours and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. Successful applicants will be expected to be compliant and sign up to our Child Safeguarding policy, our Code of Conduct and PSEA: Adults at Risk Policy. You can find the Child Safeguarding and Adults at Risk policy here: <https://www.warchild.org.uk/whats-happening/news/our-child-safeguarding-policies-and-procedures>

Contact information

To explore the post further or for any queries you may have, please contact: Alix Le Masne de Chermont, HR Advisor – CAR, AlixL@warchild.org.uk

For general information about working for War Child please visit: <https://www.warchild.org.uk/who-we-are/working-war-child>

How to apply

- Please download the application pack from <https://www.warchild.org.uk/who-we-are/jobs>
- All applications must be sent to recruitment@warchild.org.uk by 11:59pm on the **1st of September 2022**.
- Due to limited resources, we will contact only the shortlisted candidates
- Interviews will be held the week of 19th of September 2022.

Pre-employment checks

Employment with War Child will be subject to the following checks prior to your start date:

- a satisfactory police record check to include a Disclosure and Barring Service (DBS) check and/or an International/National Criminal Record Check, and a clear vetting and Due Diligence check
- receipt of three satisfactory references