JOB DESCRIPTION

PROGRAM DIRECTOR

1 Department / Project(s)

Program Department

2 Workplace

Kathmandu with visits to project areas as needed.

3 Reports to / Level

Country Director

4 Supervises

Project Team Leaders and Managers

5 Job Summary

The Program Director is responsible for providing strategic leadership and effective management of the program portfolio and related personnel. The Program Director reports to the Country Director and will contribute to strategy and policy development, program growth, and lead program design development, project implementation, and monitoring and evaluation responsibilities.

6 Required Competencies

6.1 Knowledge

- Masters' qualifications in International Development, Management, Agriculture, Climate Change, Public Health, or relevant sector
- Minimum of 10 years as a development practitioner with senior management experience with an INGO
- Excellent conceptual knowledge of current development practices, project design and proposal development requirements for donors
- Proven experience in monitoring and evaluation systems and able to improve development practice and measure program impact
- Demonstrated technical knowledge in livelihoods, agriculture, health, nutrition or climate change
- Demonstrated strategic management, organizational, and planning skills
- Experience in capacity building and mentoring others
- Exceptional interpersonal and communication skills in English
- Proficient in MS office software programs.

6.2   Skills

- Knowledge and experience working across multi-disciplines such as Health, Livelihoods and Disaster Risk Management.
- Experience in managing projects, often in a consortium environment with multiple partners and staff with varying capacity.
- Capacity building experience and ability to drive the team for a common goal.
- Good negotiation, coordination, and communication skills.
- Excellent English and Nepali verbal and writing skills.
- Good organization, analytical and planning skills.
- Ability to lead concept note and proposal writing process including high level of competency in structuring ideas clearly in logical framework and theory of change.
- Leadership and strategic thinking with an understanding of and commitment to international development.
- Leads the preparation of project reports and knowledge products.
- High level of computer literacy

6.3   Core Behavioural Competencies

- LEADING AND SUPERVISING
  Provides others with a clear direction; motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour, gives regular feedback.

- RELATING AND NETWORKING
  Establishes good relationships with colleagues; builds wide and effective networks of contacts inside and outside the organization; relates well to people of all levels; uses humour to appropriately to enhance relationships with others.

- FORMULATING STRATEGIES AND CONCEPTS
  Works strategically to realise ADRA's goals; sets and develops strategies; identifies and develops positive and compelling visions of ADRA's future potential through increasing ADRA's programming portfolios; takes account of a wide range of issues across and related to ADRA.

- PLANNING AND ORGANISING
  Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

7   Responsibilities and Expected Outcomes

Position Outcomes
- ADRA has a strong program portfolio and country office strategy that ensures ADRA Nepal continues to be a partner of choice for ADRA supporting offices, potential consortia, and government partners.

- ADRA is efficiently managing high-quality programs through effective partnerships, communication and coordination, and provides timely advice and reporting to donors and partners (Local NGOs, INGOs, stakeholders, and government).
- ADRA's program and project personnel are highly competent and committed professionals who are mentored and performance managed and strive to reflect ADRA's core values and purpose.
- ADRA's program and project teams are supported to collectively strengthen development practice through reflective learning and modifying approaches/models to generate evidence-based results that makes greater program impact and positive change for individuals and communities.

7.1 Leadership and Management

- Lead programs and projects team and personally reflect ADRA's core values by displaying a high standard of conduct and care for each member.
- Recruit, orientate, capacity build, coach, mentor and manage programs and project personnel.
- Conduct bi-annual and annual performance discussions and reviews with programs team and project managers/coordinators and raise any concerns with management that may arise
- Promote a culture of learning and identify professional development opportunities for ADRA personnel
- Participate and contribute to core management responsibilities such as being an active ADCOM member and contributing program updates to the Board when required.

7.2 Strategy and Policy Development

- Support the development and implementation of ADRA's Strategic Plan and Program Strategy and help the organization meet its strategic and programmatic targets
- Strategically assesses donor and development trends and undertake visioning for future needs such as identifying project locations, potential donors and ADRA supporting offices, multi-actors and multi-country partnerships and possible programming opportunities.
- Develop policies, procedures, guidelines, frameworks for program/project related matters including evidence-based preferred approaches and models.

7.3 Programme Implementation and Business Development

- Lead and increase ADRA's programming portfolio through designing and developing project outlines, concepts, proposals, project logic, theories of change, budgets and monitoring frameworks for projects or programs
- Provide programmatic technical advice and ensure compliance of project interventions to meet international/national standards, donor policies and guidelines, and government policies and priorities
- Lead the start-up of new projects and the closure of existing projects
- Oversee the Programs team and Project Managers/Coordinators in developing and tracking annual Development Implementation Plans (DIP), monitoring project

progress and budget expenditure against the approved proposal, budget, and logic model

- Oversee the coordination of the Programs team and Project Managers/Coordinators timely submission of high quality monthly, quarterly, biannual, annual reports, and prepare these reports for Country Director, donors, and government partners to review and provide feedback, make changes, and then finalize all reports

7.4   Monitoring and Evaluation

- Review the MEAL system annually and provide technical support and training to staff who implement the MEAL system.
- Lead the process of developing and implementing project/program baseline, annual, midterm, end of project surveys, assessments, tools, and develop and update performance management frameworks (PMF) and Indicator Tracking Tables (ITT) in accordance with donor and government requirements.
- Lead project surveys and assessments in the field, train data collectors and prepare reports that outline a thorough analysis of evaluation findings.
- Support the programs team to conduct quarterly M&E trips to the field to hold focus groups and interviews and prepare human interest stories for the donor and social media.
- Coordinate donor M&E visits
- Support project staff to be more reflective in their practice and create a learning environment by researching new development strategies or learning approaches, tools, processes that can value add to project implementation and encourage and train project teams to adopt new approaches/tools.

7.5   Networking and Relationship

- Establish effective networks and good working relationships with staff, partners, government and other stakeholders; promoting an understanding of ADRA's work
- Network and represent ADRA in Nepal and within the ADRA Network on technical and sector wide working groups, forums, and platforms and establish strong working relationships for potential future collaboration with development partners, INGOs, or local partners.
- Undertake other activities and responsibilities as assigned by the Country Director.

7.6   Work Health, Security and Safety (WHSS)

- Carrying out their duties in a manner which does not adversely affect their own health, security, and safety or that of others.
- Cooperating with measures introduced in the interests of work health, security, and safety.
- Undertaking relevant training provided in relation to WHSS.
- Immediately reporting all matters which may affect workplace health, security, and safety to their supervisor.
- Correctly using any information, training, personal protective equipment, and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health, security, and safety reasons.

- Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place; and
- Cooperating with arrangements made to assist the return-to-work of ill or injured employees.

Outcome: Compliance with ADRA Work Health, Security and Safety (WHSS) Policy guidelines.

7.7 Others

- Other duties and responsibilities as assigned.