code

JOB VACANCY

_____

Position Title: Senior Program Manager
Location: Ottawa, Canada
Reports To: Director of Programs
Supervises: Field Coordinator and M&E Coordinator based in Malawi

NOTE: _This is an Ottawa based position to manage a 5-year project in Malawi. Candidates should be legally entitled to work in Canada._

Good books brought to life by excellent teachers help learners understand and thrive in the world around them. That is the idea behind CODE. CODE takes a comprehensive approach to programming, working with teacher educators, teachers, librarians, writers, and publishers to develop and sustain literate environment. We work in partnership with national and local governments, local implementing partners and in-country experts as well as with international experts.

CODE's programs address the severe shortage of qualified educators, drive sustainable change through system reform and put the empowerment of girls and women at the heart of CODE's programs. The **Senior Program Manager** is a leader with experience achieving results in these areas.

Under the direction of CODE's Director of Programs, The **Senior Program Manager** will be the lead focal point for program and operational support to CODE's programs. The **Senior Program Manager** will serve as the key liaison between the country team, partners, and CODE HQ in Ottawa, serving as a champion for the field. The **Senior Program Manager** is responsible for managing and monitoring program implementation, reporting, and pursuing program development opportunities in accordance with CODE's Strategic Plan. This includes managing project data collection, analysis and reporting; coordinating donor reporting and ensuring contractual compliance; and engaging with country teams around strategy and sustainability issues.

The **Senior Program Manager** will be the focal point for a new multi-year, multi-partner consortia project in Malawi, dedicated to supporting health and education sectors in the country. The Senior Program Manager will be expected to implement CODE's educational activities within the project, as well as, be the focal point for all partners for the project, to lead the Management and Coordination Unit of the project, and to represent the project, as well as, CODE to external partners and stakeholders.

MAJOR RESPONSIBILITIES

Content and Results
- Develop and input into results-based programs that comply with CODE's policies in collaboration with local partners and stakeholders
- Provide technical input into project inception plans, annual work plans, reports, etc. to

strengthen education strategies and interventions to ensure inclusive, quality, gender responsive programs.
- Together with Monitoring and Evaluation specialist(s), develop strong frameworks for measuring impact, and advise on data collection to ensure quality.
- Lead training and organizational capacity building for local personnel to ensure quality of education programs.
- Guide ongoing program development.
- Support partnerships with local organizations and the national Ministry of Education.

Management and Reporting
- Responsible for overall management of the project, implementing CODE educational activities, and managing the Management and Coordination Unit of the project
- Maintains communication with all implementing partners to ensure clear understanding of CODE's plans, criteria, policies and resources available to programs
- Prepare terms and conditions, agreements and memoranda of understanding with partners as required
- Oversees Partners' compliance with CODE's and the Canadian government's contracts and laws.
- Oversee compliance with CODE's donor's contracts and laws
- Managed directly a Field Coordinator and M&E Coordinator in Malawi
- Manages volunteers and consultants that support the program
- Produces narrative reports for the project based on schedule of the donor, through coordinating the various partner implementing components of the project
- Communicate project and program cash flows and expenditures to CODE
- Manages the transfer of funds to Partners within the established policies and procedures and ensures cash flow for the program and administrative expenses are within approved budget levels.
- Visits Partners and program beneficiaries during overseas missions as a means of direct monitoring of projects and to co-develop new programs.
- Conducts regular program and organizational assessments.
- Captures best practices and lessons to share with CODE.

Represent CODE
- Meet with relevant stakeholders for representing CODE and the project
- Works with members of the Fund Development and Marketing department, Finance department and Executive office to prepare proposals and reports to CODE's individual and institutional donors.
- Develop relationships with all donors in country, through a landscape assessment, and regular contact for potential opportunities
- Represent CODE at the INGO Forum meetings
- Represent CODE with UN agencies present in country
- Writes communications pieces for CODE's website, Annual report, newsletters and other communication materials.
- Performs administrative duties consistent with CODE's corporate policies and practices.

POSITION QUALIFICATIONS
Essential

- Commitment to CODE's vision of supporting a sustainable literate environment in the developing world
- 5 to 8 years' experience as a Program Manager, and/or Project Management experience
- Experience managing field staff
- Essential experience with Consortia based programs
- Extensive experience with GAC budgeting, policies and guidelines
- English fluency
- Strong writing skills with experience in proposal and report writing
- Experience managing timelines and budgets
- Excellent interpersonal, problem solving and communication skills
- Innovative and creative thinker
- Demonstrated ability to get things done
- Strong work ethic and be able to work well independently as well as be part of a team
- Experience living and working in a developing context
- Experience in developing donor relationships and attaining new funding opportunities

**Deadline for applications*: Friday, May 14, 2021 4:00 p.m. Eastern (applications reviewed on a rolling basis).* Send cover letter and CV to
https://codecan.applicantstack.com/x/detail/a2h8bz7zsajf?preview=1

Only those applicants selected for an interview will be notified. We regret we cannot entertain phone calls. CODE is an equal opportunity employer. Candidates should be legally entitled to work in Canada.

For more information about CODE, visit www.code.ngo