



## **JOB VACANCY**

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**Position Title:** Senior Program Manager (BETTER)  
**Location:** Ottawa  
**Reports To:** Director of Programs  
**Supervises:** Program Officer and Program Consultant in Mozambique  
**Date:** May 2021

***NOTE: This position requires the ability to speak Portuguese fluently; candidates should be legally entitled to work in Canada.***

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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 an on-going long term educational project in Mozambique. The **Senior Program Manager** will work closely with the local partner to develop clear workplans, budgets, and monitoring plans to ensure proper implementation and for the project to reach all objectives. The **Senior Program Manager** will manage one Program Officer based in Ottawa and a Program Consultant in Mozambique.

### **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
- Maintains communication with all stakeholders 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
- Communicate project and program cash flows and expenditures to CODE
- Oversee compliance with CODE's donor's contracts and laws
- Managed directly a Program Officer and Program Consultant in Mozambique
- Manages volunteers and consultants that support the program
- Produces quarterly (or semi-annual) narrative reports for the project, through coordinating the various partner implementing components of the project

### **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
- English fluency and Portuguese fluency essential
- 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: Tuesday, May 18, 2021 – *applications will be reviewed on a rolling basis.***

Please send cover letter and CV to <https://codecan.applicantstack.com/x/detail/a2h8bz7aiw9m?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](http://www.code.ngo).