

## Job Opportunity

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<b>Position Title:</b>	<b>Program Manager – Liberia</b>
<b>Location:</b>	CODE Office, 321 Chapel St, Ottawa ON
<b>Reporting to:</b>	Senior Program Manager – West Africa
<b>Type:</b>	One Year Contract (with possible extension)
<b>Salary:</b>	\$60,428 – \$73,857

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### SUMMARY

Together with our partners, CODE has helped more than 10 million children gain access to better quality of education and benefit from reading and writing in order to improve their lives and the lives of their families. CODE improves learning outcomes and educational opportunities for all girls and boys by working with like-minded organizations to:

- Advance the instructional skills of teachers
- Enhance the quality, local relevance and accessibility of teaching and learning materials
- Grow the system-wide capacity within the education sector
- Pursue program monitoring and assessment to capture results and inform practice
- Invest in local academic research to support local policy and program solutions

CODE works primarily in Sub-Saharan Africa, expanding our programming both regionally and within the countries we work. CODE's Program's Team is made up of staff based in Canada and in country level offices. Our primary program implementation strategy is through long-term partnership with local organizations based in the countries where we work.

This position provides leadership and oversight to all program design, implementation, monitoring, reporting and evaluation in Liberia. The **Program Manager** is supervised by the Senior Program Manager – West Africa and is a member of the CODE Programs Team. They are responsible for supporting CODE and its partners to ensure the successful achievement of program outcomes, results and deliverables. The **Program Manager** is responsible for all of CODE's partnerships with local organizations and associations in Liberia as well as relationships with institutional donors funding grants and programs in country.

This position requires an organized yet adaptive individual who thrives in a cross-cultural work environment. The role of the program manager is more one of a facilitator, encourager and coach. They must be able to communicate complex ideas to a variety of audiences in clear and effective manner.

### MAJOR RESPONSIBILITIES

#### Ensure High Quality Programming:

- Ensure country strategy and plans are developed, documented and executed in line with overall organizational priorities
- Provide support to operational planning/budgeting, implementation and monitoring of programs and projects in Liberia funded by both institutional funders and our own Fund Development Team.

- Provide support, oversight and approval of country and project-level annual program plans and budgets.
- Collaborate with the Finance team to ensure contract compliance and financial accountability for all programs and projects in Liberia.
- Develop financial projections for annual organizational and partner planning.
- Program review of financial reporting from partners and projects.
- Collaborate with CODE's technical team to ensure quality programming that represents best practice and delivers impact
- Provide oversight for CODE Liberia's partnership strategy including new partner selection and existing partnership support, engagement and evaluation processes.
- Manage all Ottawa team relationships with implementing partners and projects in Liberia.

**Support for Reliable and Diverse Resource and Business Development:**

- Support the Director NDB and other program staff in the development and implementation of in-country resource and business development plans and initiatives.
- Support the Fund Development Team in the development of Donor Offers, Donor Reports and resource development efforts.
- Ensure accuracy and excellence in all program donor reporting
- Support the communications and public engagement efforts by ensuring compelling stories, profiles and results documentation for sharing with engaged supporters
- Support the Programs, Finance and Development teams to pursue solicited and unsolicited funding opportunities where required

**Ensure Effective Planning, Measurement, Monitoring and Reporting on Program Results:**

- Support CODE's Local Partners in the development and articulation of coherent, innovative and adaptive; but practical program plans.
- Ensure that all programs and projects set targets for and monitor measurable results that align with CODE organizational objectives and KPIs.
- Ensure program reports that comply with donor requirements and meet the needs of CODE's various stakeholders.
- Oversee program evaluation processes are followed on a regular basis, in collaboration with the Evaluative Learning Manager in Ottawa
- Ensure learning and knowledge leadership processes are shared across the organization and disseminated externally and fed back into project design

**Contribute to Program Team Learning and Leadership**

- Provide effective leadership to CODE's efforts and processes in Liberia
- Participate as a strong contributor to the learning culture within the CODE Programs team
- Develop and implement strategies for capacity building with CODE staff and partners on program and project management
- Remain informed of the political and development contexts in Liberia, and advise colleagues at HO and in-country accordingly during program planning, implementation and evaluation processes
- Promote learning across CODE country programs
- Remain abreast of general trends, research and programming models in the areas of CODE's Theory of Change

The Program Manager may be asked to perform all other related duties as assigned.

## POSITION QUALIFICATIONS

### Knowledge and Experience

- Master's level degree required in a relevant discipline
- Three to five years' experience managing multi-year results-based international development projects and programs (some of this must be field-based)
- Minimum three years' experience of project/program/team management or equivalent
- Experience preparing/ managing multi-year institutional grants over \$5M
- Familiarity with project management tools, including logical and performance management frameworks and risk registers
- Experience in Theory of Change, education, and/or child rights and protection is required
- Strong knowledge and analysis of key development issues in the countries where CODE operates
- Solid understanding of international development programs and project cycle management

### Skills and Competencies

- Proven leadership and people management skills
- Significant experience – both direct and at a management level - of all stages of the project management cycle: conception, design, planning, implementation, and evaluation
- Proven budgeting and financial reporting skills using Excel
- Solid understanding of international development funding compliance frameworks for Global Affairs Canada (GAC) and other multilateral agencies and foundations
- Outstanding business writing skills in English for report writing
- Superior skills in building productive working relationships with team colleagues, country offices, and partners
- Solid understanding of monitoring and evaluation systems and processes
- High energy, positive, “can-do” attitude, flexibility, teamwork, and high degree of initiative
- Commitment to CODE's Theory of Change, vision, mission, and values

### Other Skills and Experiences

- Ability to travel internationally (a valid passport is required)
- Must be eligible to work in Canada
- Locally relevant language skills (oral and written) would be a significant asset
- Time spent living and working in one of our operating countries or in the same region

**Deadline for applications: Friday, January 28, 2022 4 p.m. Eastern** (applications will be reviewed on a rolling basis).

Interested applicants should forward a cover letter and resume to:

<https://codecan.applicantstack.com/x/detail/a2h8bz7fzmq2?preview=1>

For more information about CODE, visit [www.code.ngo](http://www.code.ngo)

*All applicants must be eligible to work in Canada. We thank all candidates for their applications; however only those selected for an interview will be contacted. No phone calls please.*

*CODE welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*