

JOB POSTING

Position Title: Program Manager
Location: CODE Office, Ottawa ON
Reporting to: Director of Programs
Salary: \$62,561 - \$76,464

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

Job Profile

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 program implementation, monitoring, reporting and evaluation for projects in Ghana, Liberia and Tanzania. The Program Manager is supervised by the Director of Programs 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 countries of operation 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 requires capacity to facilitate, encourage and coach

as well as ability to make decisions and manage implementation through partners and to manage relationships with funders through collaboration with the fundraising team. The individual must be able to communicate complex ideas to a variety of audiences in a 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 Ghana, Liberia and Tanzania, funded by our own Fund Development Team.
- Provide support, oversight and approval of country and project-level annual program plans, forecasts and budgets.
- Collaborate with the Finance team to ensure contract compliance and financial accountability for all responsible projects
- 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 input for CODE Ghana, Liberia and Tanzania partnership strategy including new partner selection and existing partnership support, engagement, and evaluation processes.
- Manage Ottawa team relationships with implementing partners for managed projects in Ghana, Liberia and Tanzania.

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.
- Use monitoring data to ensure project is on track to meet all outcomes and objectives of projects.
- 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 input to CODE's efforts and processes for Ghana, Liberia and Tanzania
- Participate as a strong contributor to the learning culture within the CODE Programs team
- Participate in the development and implementation strategies for capacity building with CODE staff and partners on program and project management
- Remain informed of the political and development contexts in Ghana, Liberia and Tanzania, 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.
- Writes blogs, articles and other communications pieces for CODE's website, Annual report, newsletters and other communication materials.

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

Position Requirements

Knowledge and Experience

- Advanced degree required in a relevant discipline.
- Five to seven years' experience managing multi-year results-based international development projects and programs (some of this must be field-based).
- Minimum five years' experience of project/program/team management or equivalent.
- Experience preparing/ managing multi-year institutional grants over \$2M.
- 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 20, 2023 5 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/apply/a2h8bz7fzmq2>

For more information about CODE, visit 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.