

## JOB POSTING

POSITION TITLE:	Senior Program Manager - Malawi
LOCATION:	CODE, Ottawa ON (HYBRID REMOTE/IN-PERSON)
REPORTS TO:	SENIOR PROGRAM MANAGER
TYPE:	Full Time
SALARY RANGE:	\$86,994 - \$98,577

### 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.

The **Senior Program Manager** will be the lead focal point for program and operational support to the CODE program(s) in Malawi. Within this program there is a focus on sexual and reproductive rights and works with ten (10) partners in country with a focus on sexual and reproductive rights. 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.

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.

This position requires an organized yet adaptive individual who thrives in a cross-cultural work environment. The role of the senior program manager requires the capacity to facilitate, encourage and coach as well as the ability to make decisions and manage implementation through partners and

to manage relationships with funders. They must be able to communicate complex ideas to a variety of audiences in a clear and effective manner.

## MAJOR RESPONSIBILITIES

### Manages partnerships and programs with International and National Partners

- Maintains communication with the International and Local partners to ensure understanding of CODE's plans, criteria, policies and resources available to their programs.
- Coordinates the involvement of volunteers and consultants working with CODE and Country Partner.
- In collaboration with Country Partners, develops results-based programs that comply with CODE's policies.
- Prepares Terms and Conditions/Agreements and Memoranda of Understanding as required for programs.
- Manages project and program budgets and expenditures.
- Oversees Partners' compliance with CODE's and the Canadian government's contracts and laws.
- Visits Partners and program beneficiaries during overseas missions as a means of direct monitoring of projects and to co-develop new programs.
- 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.
- Conducts regular program and organizational assessments.
- Captures best practices and lessons to share with CODE.

### Contributes to the direction, management and reporting of international Programs

In collaboration with other International Program's staff:

- Acts as a champion for a specific area of focus such as gender equality/girls' education, assessment, teacher training and book development.
- Collaborates with members of Fund Development department, Finance department and Executive office to prepare proposals and reports to CODE's individual and institutional donors.
- Assists in writing bi-annual and annual narrative reports for GAC and other donors.
- Networks with relevant GAC desks, literacy, library and education organizations to keep informed of policies and practices related to CODE's work.
- Contributes to the management of the data within the overseas data collection in collaboration with the Evaluative and Organizational Learning Manager
- Directly a Field Coordinator, based in Malawi, Manages other field staff as required.
- Oversees the development and implementation of Evaluation systems and process for the program in collaboration with the Evaluative and Organizational Learning Team.

### Contributes to effective management and functioning of CODE

- 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.
- Writes blogs, articles and other communications pieces for CODE's website, Annual report, newsletters and other communication materials.
- Participates in CODE's staff meetings and represents CODE at relevant meetings, conferences and other fora.
- Performs administrative duties consistent with CODE's corporate policies and practices.

### POSITION QUALIFICATIONS

#### Knowledge and Experience

- Commitment to CODE's vision of supporting a sustainable literate environment in the developing world
- Commitment to girls and women's rights and understanding of integrating gender equality in development initiatives
- Advanced degree in international development, education or a related field.
- Minimum 5 (preferably 8) years of experience working on international development programming (preferably in education and in Africa)
- Strong English-language writing skills with experience in proposal and report writing.
- Demonstrated experience developing and managing budgets
- Excellent interpersonal, problem solving and communication skills.
- Strong diplomatic skills to manage a range of partners and stakeholders.
- Demonstrated ability to get things done.
- Flexibility, with a strong work ethic to accommodate high levels of responsibility and multiple priorities
- Strong work ethic and be able to work as part of a team and independently
- Ability to travel internationally (up to 3 weeks consecutively) 2-4 times per year
- Authorized to work in Canada

#### Assets

- Experience implementing literacy programs in developing country contexts
- Knowledge of teacher education
- Experience monitoring and evaluating education programs
- Experience living and/or working in a developing context
- Experience managing Global Affairs Canada funded projects
- Fluency in multiple languages

## 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
- 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, May 10, 2024 5 p.m. Eastern (applications will be reviewed on a rolling basis).

Interested applicants should forward a cover letter and resume to: [careers@code.ngo](mailto:careers@code.ngo)

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.*