

Job Description

Job Title: Programme Manager / Education and Social inclusion

Job Location: Yaoundé, Cameroon

Reports to: Cameroon Country Director

Responsible for: Programmes Officers (02) in charge of inclusive Education and social inclusion

Department: Operations, Planning and Finance

Job Purpose (the overall purpose and function of the job):

To lead on programmatic management for the implementation of inclusive Education and social inclusion projects. Responsibilities will include delivery of Inclusive Education and Social Inclusion programme objectives, provision of programme management guidance and direct technical support to strengthen programme development and advocacy for effective inclusion of people with disabilities in Cameroon.

Principal Accountabilities (specific activities and end results)**1. Country Programme Management (60% of time)**

- Provide effective management, coordination, technical advice and resource allocation necessary to support the implementation of *A Better World programme* to deliver Inclusive Education and Social Inclusion targets through high quality service delivery.
- With the country team, establish and maintain effective relationships with the Ministries of Social Affairs, Basic Education, Secondary Education, Decentralisation and Local Development, Communication, other Civil Society Organisations and partners institutions at national and local level in order to advance their agendas in the areas of inclusive education and social inclusion focused on people living with disabilities.
- Support Programme officers of *A Better World programme* to manage all aspects of the project cycle including planning, implementation, monitoring and evaluation...
- Provide technical advice to partners on the core areas of Sightsavers work including key policies
- Ensure quality control of programme documentation to meet Sightsavers requirements
- Ensure regular review and learning are incorporated in programmes.
- Coordinate the programme budget preparation for projects and monitor expenditure against these, support the CD on financial trends etc.
- Work with the Finance Support Service Manager to ensure proper partner accountability for Sightsavers funds
- Coordinate with the team to ensure the capacity building of partners according to the Due Diligence Tool and MPC of Sightsavers

2. Strategic Programme Planning and Development (10% of time)

- Participate in strategic planning processes to successfully drive the direction and delivery of cost-effective services and ensure objectives are met in line with national policies and Sightsavers' Inclusive Education and Social Inclusion thematic strategies.
- In collaboration with key stakeholders, lead the development of country level action and implementation plans to scale up Inclusive Education and Social Inclusion

actions as part of A Better World programme of Sightsavers in Cameroon and any other project/programme to come.

- Provide leadership and guidance in the development of Sightsavers Inclusive data work in Cameroon.

3. Monitoring and Evaluation (10% of time)

- Lead on supporting the programme team in developing a system for monitoring and evaluating inclusive education and social inclusion performance as per Sightsavers and partners indicators.
- Work with country research teams to identify operational research opportunities to improve the efficiency and effectiveness social inclusion of people with disabilities.

4. Advocacy and Strategic Alliances (10% of time)

- Build, maintain and develop meaningful working relationships with a variety of partners and stakeholders at national and international level to strengthen opportunities for advocacy and higher visibility of Sightsavers.
- Represent Sightsavers at appropriate national/regional/global forums.
- Ensure inclusive education and social inclusion programme information flow is maintained across the Sightsavers' country team and directors, the relevant ministries and other key partners.

5. Fundraising (5% of time)

- Assist the Country Director and relevant team member to identify and secure funding sources for new projects / programme delivery
- Develop relationships with other NGOs and INGOs to support funding and programme delivery.

6. Research (5% of time)

- Work in close collaboration with key Sightsavers colleagues and programme partners to ensure that projects conduct research for international peer reviewed publication.
- Assist programme teams and country Ministries in disseminating information on inclusive education and social inclusion activities, studies, research and lessons learned at national and international level.

The principle accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder entry requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

Essential knowledge

- Degree, or equivalent experience, in relevant field, e.g. Social Sciences, Development Studies, Public Health, Education
- Extensive and demonstrable working experience of all aspects of programme /project management, ideally in an INGO environment

- Experience of practical implementation of programme policies and approaches, budget development, report writing, monitoring and evaluation of projects and programmes
- Experience of strategic programme development
- Experience of partnership, stakeholder management and development
- Experience of Grant management
- Experience of international development issues and commitment to equality of opportunity for people with disabilities
- Experience of advocacy work

Skills (Special Training or Competence)

- Project management skills: especially in the areas of practical implementation of programme policies and approaches, and M&E and the use of learning;
- Line management, team management and mentoring skills
- Excellent communication skills
- Good French and English skills
- Good IT skills
- Ability to understand and work with project budgets, forecasts and reports of projects / programmes.

Core behaviours:

- Change and Improvement: Seeks continuous improvement in own and team's performance. Assists and encourages others to adapt to change and implement new ideas.
- Communicating and Influencing: Identifies the needs of others, uses effective approaches and styles to persuade and communicates to groups in an assertive and effective way.
- Networking and influencing both within and outside the organisation
- Team Working: Encourages and supports team members to ensure contributions are recognised, delegates effectively and encourages working in collaboration
- Planning and Organising: Develops plans considers all the resources necessary to achieve objectives. Monitors objectives and measurement systems on a regular basis,
- Identifying trends and key messages in data.

Plus, we would expect the following:

- Interpersonal and intercultural sensitivity
- High degree of integrity

Key relationships

Internal

- Country Director
- Finance Manager
- Office support staff
- Institutional Funding Manager, WARO
- PS2
- Programme Development Advisors
- Various staff based in all departments at Haywards Heath, UK teams

External

- Partners
- Consultants
- Service Providers
- Government agencies
- Community leaders
- Media
- NGOs and other relevant networks

How to apply? Please follow the link

<https://jobs.sightsavers.org/job/programme-manager-education-and-social-inclusion/>