

## **Program Manager, Mozambique**

<b>Closing Date:</b>	Open until position is filled
<b>Department/Division:</b>	Program Unit
<b>Work location:</b>	Maputo, Mozambique
<b>Authorized to work in:</b>	Mozambique (Without Sponsorship)

### **BACKGROUND:**

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using the power of play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – Be intentional about inclusion
- Make Things Happen – Seek opportunities to lead and innovate
- Display Courage – Act with integrity
- Demonstrate Care – Look after yourself and one another
- Be Playful – Have fun at work

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

Right To Play Mozambique currently has three project sites in Maputo province (Namaacha), Maputo city (Inhaca) Gaza (XaiXai and Chokwe), Zambezia (Namacurra) and Inhaca, and the programs are growing to Manica (Chimoio, Sassundenga and Macate) as well in Sofala (Nhamatanda), covered by grants from NORAD, Global Affairs Canada and UNICEF. Each Project has a Project Officer that provides oversight to project activities and implementation. All Project Officers report to the Program Manager.

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### **JOB SUMMARY:**

The Program Manager is a member of the Country Office Senior Management Team and reports directly to the Country Director (CD) with a functional reporting line to the Global Director, Program Development based in Toronto, Canada. The Program Manager leads program planning, design and development, fundraising, partnerships,

representation and program implementation. The incumbent also works closely with the Finance Manager to ensure effective financial management, reporting, budget monitoring and donor compliance. The Program Manager leads and directly manages a team of professional staff to ensure quality program implementation.

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**PRIMARY RESPONSIBILITIES:**

**Job Responsibility #1: Program Strategic Planning and Development (25% of Time)**

- Leads the programmatic management of all in-country projects.
  - Leads the design and development of program strategies and plans with the program team and ensures their alignment with RTP strategies.
  - Leads in-country tracking of the challenges faced by the program and takes action to mitigate risks and develop opportunities by turning any challenge into opportunity and develops initiative and/or a project around this challenge.
  - Ensures the program team stays abreast of the current program goals and objectives and participates in the program expansion plans.
  - Ensures the program teams are implementing program activities in line with donor requirements to achieve project outcomes.
  - Coordinates the preparation of timely and cost effective operational plans, budgets and strategic plans with the program team.
  - Acts as advocacy manager ensuring that the program addresses the needs of the people and is appropriate for the respective country.
  - Oversees the development of evidence-based advocacy initiatives around play-based approach as tool to reach country development plans through the collaboration with program team and local stakeholders.
  - Supports the Country Director in developing project proposals for new projects that align with the organization's strategic targets
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**Job Responsibility #2: Program Quality, Innovation, Accountability and Reporting (25% of Time)**

- Maintains the existing process of monitoring and evaluation (ME) and reporting system of RTP.
- Supports the Monitoring and Evaluation team in the development and implementation of monitoring, review, assessment and evaluation plans for improved program development and delivery.
- Ensures adherence to RTP program standards in program design and implementation.
- Oversees submission of proper accountabilities of program funds and quality narrative reports in line with donor requirements.
- Facilitates country level conversations around program quality, program accountability, partnerships, gender, and child protection.
- Provides quarterly updates of lessons learned and best practices to CD's and other stakeholders ensuring that program lessons are being used to promote improved program delivery.

- Conducts regular monitoring visits to project locations.
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**Job Responsibility #3: Policy and Advocacy including Child Safeguarding, Gender and Environment**

**(15% of Time):**

- Ensures engagement of networks and coalitions on Child Rights and Education Campaign Coalitions on the RTP Child Safeguarding Policy and Child Centered Play methodology for incorporation in their approach.
  - Participates in technical committees and sector working groups with the view to influence the adoption of the RTP Child Centered Play Based Methodology.
  - Supports in the ongoing process of periodic updating of the progress being made in actualizing the country strategy document.
  - Ensures inclusion of relevant provisions in Contracts/MoUs on RTP Child Safeguarding and Gender Policies.
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**Job Responsibility #4: Program Financial Management (10% of Time):**

- Coordinates with finance team to provide financial training for non-financial staff in effective country program financial management, including procurement, project implementation, compliances and project financial reporting.
  - Supports the budget planning processes to ensures that program funds are expended according to procedures and plans.
  - Collaborates with the program team and develops new initiatives to be integrated into the budget.
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**Job Responsibility #5: Team Management, Compliance and Capacity Building (10% of Time)**

- Communicates the program vision to the program team, leads and directs them toward achieving the program goals and objectives.
- Ensures that the program team has a clear understanding of their roles, responsibilities and accountabilities; supported by clear job descriptions and team goals to ensure quality performance.
- Conducts program staffing needs assessment, presents recommendations to the CM and participates in the recruitment of the program team.
- Facilitates the capacity building of program team to ensure they have the appropriate skill levels for their positions and are developing to their full capacity; provides the necessary feedback to the program team and completes their performance appraisals.
- Provides direct support to the program team in the form of systems and tools.
- Implements policies and procedures that guide and support RTP activities, ensures compliance with RTP code of conduct, gender and child protection policies.
- Develops and strengthens the program team's understanding of project cycle management.

**Job Responsibility #6 : Partnership, Fundraising, Representation and Collaboration (10% of Time)**

- Facilitates linkages, collaboration and networking with other civil society organizations and government and other relevant institutions to enhance RTP visibility and program activities.
  - Represents RTP in various platforms and maintains positive relationships with governments and other relevant stakeholders regarding RTP activities.
  - Identifies and develops new partnerships with local NGOs, Community Based Organizations (CBOs) and the communities.
  - Oversees the management of existing partnerships.
  - Ensures ownership of the program by local partners and stakeholders.
  - Meets with partners' staff and community leaders to discuss program improvement as needed.
  - Joins the CD in meetings and represents him/her when required.
  - Participates in partnership meetings with donors.
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**Job Responsibility #7: Performs other Duties as Assigned (5% of Time)**

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**MINIMUM QUALIFICATIONS (must have):**

**EDUCATION/TRAINING/CERTIFICATION**

- Bachelor's degree in Social Sciences, Development Studies or other related disciplines.

**EXPERIENCE:**

- 5 years' proven experience managing international development programs and liaising with government officials and donors
- Proven experience in project planning, proposal development, report writing, resource mobilization, networking, partnership-building and working with NGOs
- Experience in strengthening civil societies
- Experience in quality improvement
- Experience working in child protection and education sector

**KNOWLEDGE/SKILLS**

- Strong MS Office and program management tools and procedures
- Budgetary control and financial management, including ability to read and understand financial data
- Project management skills
- Understanding of community development processes
- Excellent interpersonal communication skills to build rapport with staff, partners
- Strategy planning skills

**DESIRED QUALIFICATIONS (Asset to have):**

- Understanding of the concept of sport for development
- Coaching background
- Gender mainstreaming and governance background

**COMPETENCIES/PERSONAL ATTRIBUTES:**

- Superior organizational skills and ability to multi-task on a constant basis, government officials, donors and community leaders
- Ability to work under pressure meeting deadlines in a fast paced fluid environment.
- Creative and flexible with problem solving skills
- Demonstrated professionalism and diplomacy
- Ability to confidently represent oneself and RTP to high level officials
- People management particularly coaching and influence management.

**SPECIAL CONDITIONS:**

- Ability and willingness to travel in-country and internationally.



## WHO YOU ARE:

You are passionate about our commitment to help children and youth rise above life's challenges through the power of play. You are highly collaborative and a relationship builder with a passion for humanitarian work, human rights and social change. You have been extensively involved in development and implementation of Country Office budgets working closely with finance and people and culture units. You are focused on strategically positioning Right To Play as a partner of choice for our donors.

## WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (accept everyone, make things happen, display courage, demonstrate care and be playful). In addition, we offer a competitive salary and benefits package.

**Target Start Date:** November, 2020  
**Contract Duration:** Permanent/Full-time

## HOW TO APPLY:

If you are interested in applying this role, click [here](#) to upload your resume and cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status and in compliance with local legislative requirements. Women are encouraged to apply for this position. We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. The successful candidate will be required to provide a satisfactory police record check as a condition of employment.