



## **JOB POSTING – Programs Director**


Closing Date: Open until vacancy is filled  
Organization: Right To Play International  
Department/Division: Program Unit  
Work location: Accra, Ghana

### **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.

### **JOB SUMMARY:**

The Programs Director (PD) reports directly to Country Director (CD) and technically to the Global Director, Program

Development. The incumbent is responsible for the development and implementation of a complex, multi-donor, multi-sector program in the country of operation. In addition, the Programs Director supports the Country Director in resource mobilization and setting the strategic direction for the Country Office.

**PRIMARY RESPONSIBILITIES:**

Job Responsibility #1: Program Strategic Planning 35%

- 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, in particular, the Country Strategic Plan.
- Ensures that program activities comply with all relevant legislation and professional standards. 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, in close coordination with the Country Director, ensuring the influence of Right To Play on the policies and practices of key stakeholders in line with Right To Play's vision and mandate.
- Supports the CD in identifying new funding opportunities and developing project proposals in line with the Country Strategic Plan.
- Plans programs from start to completion involving deadlines, milestones and management processes.

Job Responsibility #2: Program quality, accountability and reporting 30%

- Works closely with the Monitoring & Evaluation Team to maintain the internal monitoring, evaluation and learning system of Right To Play.
- Oversees the use of program funds in line with donor agreements and Right To Play policies.



- Oversees the development and submission of quality narrative reports in line with donor requirements.
- Provides quarterly updates of lessons learned and best practices to CD's and stakeholders ensuring that program lessons are being used to promote improved program delivery.
- Identifies opportunities to develop high quality communications products such as case studies and success stories.
- Conducts regular program monitoring visits to project locations.
- Regularly reviews program implementation against program plans and identifies strategies to address potential bottlenecks and implementation issues.
- Ensures the highest technical quality of Right To Play programs, in line with Right To Play's program manual, and identifies opportunities for innovation and integration of global best practices.
- Identifies and evaluates the risks associated with program activities and takes appropriate action to mitigate risks in close coordination with other functional leads and the Country Director. Ensures the meaningful integration of Right To Play cross-cutting themes such as gender equality and child protection into program design and implementation.

### Job Responsibility #3: Program financial management 5%

- Coordinates with finance team to provide financial training for non-financial staff in effective country program financial management, including procurement, project implementation, compliance and project financial reporting.
- Supports the budget planning processes to ensure that program funds are expended according to procedures and plans.
- Provides quality assurance, from the program perspective, on financial reports and supporting documentation in accordance with funding agreements.
- Ensures that programs operate within the approved budget and coordinates with the relevant office/fundraising centre to seek necessary clarifications and preapprovals of any major budgetary revisions

Job Responsibility #4: Team management, compliance and capacity building 10%

- Communicates the program vision to the program team, leads and directs them toward achieving program goals and objectives.
- Ensures that the program teams have a clear understanding of their roles, responsibilities and accountabilities; supported by clear job descriptions to ensure quality performance.
- Conducts program staffing needs assessment, presents recommendations to the CD 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 safeguarding policies.
- Develops and strengthens the program team's understanding of project cycle management.
- Establishes and implements a performance management process for all program staff.

Job Responsibility #5: Representation and collaboration 15%

- Builds and maintains highly collaborative working relationships with counterparts in other Right To Play offices, including the regional office, national offices and headquarters.
- Facilitates linkages, collaboration and networking with other civil society organizations and government and other relevant institutions to enhance Right To Play visibility and program activities.
- Represents Right To Play in various platforms and maintains positive relationships with government and other relevant stakeholders regarding Right To Play activities.
- Identifies and develops new partnerships with international and local NGOs and Community Based Organizations (CBOs)



- Communicates with clients, including children, and other stakeholders to gain community support for Right To Play programs and to solicit input to improve the program.
- Oversees the management of existing partnerships in line with good partnership principles and Right To Play policies.
- Ensures ownership of the program by local partners and stakeholders.
- Meets with government representatives, partners' staff, community leaders and children to discuss program improvement as needed.
- Joins the CD in meetings and represents him/her when required.

Job Responsibility #6: Performs other duties as assigned by the CD. 5%

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#### **EDUCATION/TRAINING/CERTIFICATION:**

- Master's degree in social sciences, development studies or other related disciplines OR an equivalent combination of education, professional development and relevant work experience.

#### **EXPERIENCE:**

- A minimum of 7 years' 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 (partnership with Civil Societies Organizations).

#### **COMPETENCIES / PERSONAL ATTRIBUTES:**

- Superior organizational skills and ability to multi-task on a constant basis
- Excellent interpersonal communication skills to build rapport with staff, partners, 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

**DESIRED QUALIFICATIONS (An Asset):**

- Experience working in at least one of the sectors/themes included in the Country Strategic Plan (Education, Child Protection & Peaceful Communities).
- Sport and play experience
- Experience in managing and strengthening civil societies organizations
- Coaching, mentoring and/or training experience
- Gender mainstreaming background
- Child Safeguarding background

**LANGUAGES:**

- High level of proficiency in written and oral English

**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 Programs. Your attention to detail is great and you have a positive, follow-through mindset. 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: **1<sup>st</sup> December, 2021**  
Contract Type: Fixed Term (Renewable)

## HOW TO APPLY:

If you are interested in applying for this position, please visit [Programs Director, Ghana](#) and complete the application form. Please include "Programs Director" in the subject line of your cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted.

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

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 and vulnerable sector screening as a condition of employment.

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com)