



<b>Job Title</b>	<b>Programme Manager</b>	<b>Drafting Date</b>	<b>06/2018</b>
<b>Reports to</b>	Head of Development	<b>Review Date</b>	<b>12/2019</b>
<b>Embassy Team</b>	Development Cooperation		
<b>Location</b>	Pretoria, South Africa		
<b>N° Reporting Staff</b>	None		
<b>Job Profile</b>	<p>Provide technical and administrative support to the Embassy's ongoing compliance with its Grant Management System.</p> <p>Manage a portfolio of grants, supporting the Embassy's objectives in the areas of politics, security, human rights and disability, in compliance with the Embassy's approach to Grant Management and aligning to the Embassy's five year strategy and performance measurement framework.</p> <p>Strengthen the Embassy's knowledge and represent the Embassy externally, to advance Ireland's priorities, as outlined in the Embassy's five year strategy with a particular focus on political, security, human rights and disability.</p>		

<b>Key Performance Areas</b>	<b>KPA detail</b>	<b>Competency Requirements</b>	<b>% time</b>
1. Provide technical and administrative support to the Embassy's ongoing compliance with its grant management system	<ul style="list-style-type: none"> <li>• Using all available tools and guidance, support the Head of Development and Programme Officer to fully roll out use of the organisations Grant Management System.</li> <li>• Identify opportunities to streamline and improve efficiency in the use of the Grant Management System, while ensuring full compliance.</li> <li>• Identify gaps and provide advice on how to improve record keeping for the grant management system – both electronic and hard copy files.</li> <li>• Promote the broader use of the Grant Management System as a framework for:               <ul style="list-style-type: none"> <li>○ Identifying and monitoring risks to the development programme, including both financial and performance related risks;</li> <li>○ Achieving and reporting on good quality results in line with the Embassy's Performance Management Framework;</li> <li>○ Effective policy and political engagement with partners and stakeholders</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Experience with the use of and design of development cooperation grant management systems;</li> <li>• Strong IT skills;</li> <li>• Strong project management, financial and administrative skills;</li> <li>• Track record of managing grants to civil society organisations and the United Nations;</li> <li>• Experience with development assistance programming and monitoring;</li> <li>• Experience with record keeping and file management.</li> </ul>	30%



Key Performance Areas	KPA detail	Competency Requirements	% time
		<ul style="list-style-type: none"> <li>• Experience with results based management and risk management.</li> </ul>	
<p><b>2. Manage all grants as assigned complying fully with the Embassy's approach to Grant Management.</b></p>	<ul style="list-style-type: none"> <li>• Use the grant management system as the overall framework for identification of suitable partners to implement the Embassy's strategy particularly in relation to politics, security, human rights and disability.</li> <li>• Manage a portfolio of grants as assigned, complying fully with the Embassy's grant management system in doing so.</li> <li>• Mentor and coach partners to deliver the agreed results and use the Grant Management System to stage the process of engaging with partners to build their capacity.</li> <li>• Ensure full compliance with the record keeping / filing element of the Grant Management System.</li> <li>• Engage regularly both formally and informally with the Embassy's grantees in your portfolio, maintaining collegial relationships with key contact points.</li> <li>• Represent the embassy's view at partner events and meetings.</li> <li>• Participate in regular monitoring visits paying due attention to results achieved and risk management.</li> <li>• Ensure that grantees are represented at embassy events and facilitate meetings with members of the grantee agency with Ambassador and other colleagues as appropriate.</li> <li>• Prepare and contribute to embassy reports on progress, including regular updates of the Performance Measurement Framework and Business Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong project management skills including financial management</li> <li>• Strong understanding of risk management in the context of grant management</li> <li>• Good judgement and ability to consider and measure risk.</li> <li>• Good team working skills.</li> <li>• Flexibility and adapting comfortably to change.</li> <li>• Strong results-oriented approach, ensuring high quality and optimal use of available information to highlight and present results achieved.</li> <li>• Communications skills, ensuring information is provided clearly, concisely and confidently when speaking and in writing.</li> </ul>	<p>60%</p>



Key Performance Areas	KPA detail	Competency Requirements	% time
3. Strengthen the Embassy's knowledge and represent the Embassy externally, to advance Ireland's priorities, as outlined in the Embassy's five year strategy with a particular focus on political, security, human rights and disability	<ul style="list-style-type: none"> <li>Keep fully abreast of development approaches to dealing with disability issues in South Africa and Zimbabwe.</li> <li>Stay abreast of political, security and human rights (including issues related to disability) issues in South Africa, Zimbabwe and the region.</li> <li>Prepare regular briefs and reports on human rights issues, politics and disability – as required, highlighting any implications for the Embassy's work.</li> <li>Work closely with all embassy team members to ensure that the rights of people with disabilities are considered all aspects of the Embassy's work.</li> <li>Work closely with Communications Officer to identify, create and use effectively communications/public diplomacy opportunities with regards to the Embassy's focus, support and advocacy on political, security, human rights and disability issues, in the region.</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge and expertise in politics in South Africa, Zimbabwe and the region.</li> <li>Good knowledge of disability approaches in South Africa and the region.</li> <li>Networking/Influencing, developing key relationships</li> <li>In-depth practical knowledge of inter-disciplinary development issues</li> <li>Analytical and conceptual thinking, seeing relationships between issues and identifying coherent solutions.</li> </ul>	10%

Qualifications and Skills Requirements	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>A relevant primary degree.</li> <li>A minimum of 3 years' experience in programme management.</li> <li>Strong basic IT skills.</li> <li>Strong results focus.</li> <li>Excellent written and oral communication skills (including computer literacy).</li> <li>Excellent interpersonal skills and the ability to work independently (self-starter) and as part of a team.</li> <li>Proven ability to collate and distil large amounts of information, summarising findings to be used for management decisions and</li> </ul>	
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	<p>planning.</p> <ul style="list-style-type: none"> <li>• Strong development-focused statistical data capacity and a track record on development of sustainability indicators and monitoring.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Master's degree in a related field.</li> <li>• Experience of working for an Embassy.</li> <li>• Demonstrated capacity in policy development and influencing.</li> <li>• Technical expertise in Politics, governance, addressing disability in development cooperation programmes.</li> </ul>	
<p><b>Terms and Conditions</b></p>	<ul style="list-style-type: none"> <li>• <b>Working hours:</b> full time, or 37 hours per week. Occasional late working or attendance at work-related events outside of working hours is required. Occasional travel is required. A flexi-time system is in operation.</li> <li>• <b>Remuneration:</b> total Cost to Company of ZAR 43,000 per month (depending on experience).</li> <li>• <b>Work Permit:</b> A Work Permit for South Africa is essential.</li> <li>• <b>Benefits:</b> Medical Aid.</li> <li>• <b>Primary work location:</b> Embassy of Ireland, Pretoria</li> <li>• <b>Start date:</b> There is a 12-month probation period, after which performance is reviewed and a fixed term contract may be offered.</li> <li>• <b>Performance Management:</b> The Embassy of Ireland operates a Performance Management Development System (PMDS) based on that used in the Irish civil service. Staff members agree, with their manager, goals, key tasks and targets aligned to an annual business plan. Performance is reviewed mid-year and at year-end. The PMDS also includes agreed on-going professional development actions. The Programme Manager agrees his/her profile with the Head of Politics.</li> </ul>	