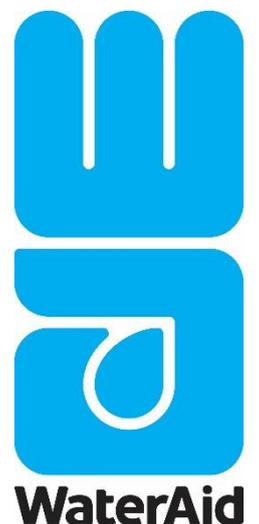


Job Description

Senior Programme Manager - Liberia





Job Title: Senior Program Manager	Application Deadline: April 19, 2022
Grade: F	Department: Program
Reports to (title): Country Director	Location: Monrovia, Liberia
Salary: TBA	
Direct Reports (titles): Program Manager (s)	
Travel: In-country and external	
Key Work Relationships: Country Director, Senior Advocacy Manager, Finance and IT Manager, Head of People & OD, All SMT, Programme Support Unit (UK), WAWA Regional Team, Programme Managers, WAL Fundraising Team	

WaterAid has developed a new Global Strategy to help end the water, sanitation, and hygiene crisis together - for everyone, everywhere by 2032.

The Global Strategy is aimed at providing universal, sustainable & safe services in focused geographical areas where we work; using WASH to improve public health, climate change resilience, and better financing of the WASH sector. WaterAid Liberia will adopt this based on the local context and develop its country-specific strategy that will address underlining issues of WASH Governance and Sustainable Service Delivery in Urban and Rural areas, integrated with the areas of nutrition, Sexual Reproductive Health and Rights (SRHR) and use WASH to improve public health and Education.

Another key role of WaterAid Liberia is to harness existing partnerships, build new ones and network with key sector players including the Government of Liberia and donors for better results in delivering our Strategy.

Purpose of Role

The Senior Programme Manager will serve as a member of the Country Programme Senior Management Team (CP-SMT), support the development of the new Country Programme Strategy (CPS) and sub-strategies for programmes as well as lead the Programme Team. He/She will be responsible for managing and coordinating WaterAid Liberia's Integrated WASH and Urban Programmes, and support fundraising for all service delivery work in the CP.

He/she will also be responsible for managing and developing strategic relationships with the national government, local governments, external partner organisations and private sector to ensure the effective implementation of sustainable water supply, sanitation, and hygiene projects. The post holder will oversee the management of programme planning, monitoring, evaluation, and reporting (PMER). This will help develop CP's annual and long-term planning, working closely with both the programme and policy departments to ensure programme and projects statements, and Result Framework (RF) indicators are adequately captured and periodically updated to reflect global level accountability and reporting. She/he will also be involved in communicating lessons learnt from the field for use in advocacy messages.



Responsibilities

Strategic Planning & Programme Management:

- Support the Country Director in providing strategic leadership and management including technical oversight of the programmes and services on the CP's Senior Management Team.
- Oversee the management and support implementation of all service delivery work including supervision of Urban WASH and Integrated WASH Programmes.
- Support reviews/development of specific programme strategies (especially for service delivery in urban and rural settings), ensuring integration with WASH Governance, promoting innovation, scalability and sustainability and adherence to WaterAid's programme quality standards.
- Lead WaterAid Liberia annual planning and reviews with partners to facilitate the development of annual Partners Project Agreements (PPAs) with a clear commitment to WA programme quality standards including water quality, health and safety, E&I, Gender and Safeguarding.
- Lead in coordinating WaterAid's annual and mid-year planning and reporting including budget management (monthly budget meetings) to ensure high-quality Programme Updates and Programme Reviews documents are produced and uploaded to Project Centre.
- Represent WaterAid in the absence of the Country Director and act as the principal interface for WaterAid with local government staff and decentralised Ministry/agency staff on programmes related activities.

Programme Effectiveness and Learning:

- Supervise and support programme planning, monitoring, evaluation and learning by providing real-time information on WaterAid Liberia programmes on online platforms such as Project Center and Power BI.
- Support quarterly Programme Performance Reviews and facilitate programme learning with partners including voices from the field, success stories and other relevant documents.
- Support SMT and the Country Director to develop systems to ensure adherence to WaterAid's quality programme standards (QPS) and national guidelines as well as legal and ethical norms.
- Support other staff, implementing partners and sector actors in utilizing appropriate systems (mWater, water point mapping and Project Center) etc. to improve PMER.
- and review meetings for their response/action plan to make corrections or improve.

People and Partnership Management:

- Manage the performance of Programme Managers and key programme Staff by guiding the development of annual objectives and deliverables, conducting mid and end-of-year performance appraisals.
- Promote the growth and professional development and improve the performance of your direct reports by conducting regular 1-2-1, and supporting capacity building, including mentoring and coaching.
- Develop and strengthen relationships with partner organisations, NGOs, government agencies, donors, bilateral and multilateral agencies in the target areas of intervention.



- Conduct periodic partnership assessments and support the development and implementation of Partnership Policy to ensure that we are working with the most effective and efficient organisations that will result in a meaningful and lasting impact on our work.

Fundraising and Grant Management:

- Identify and communicate potential funding opportunities to the Country Director, the Fundraising Focal Person, and SMT.
- Strongly support the development of savvy and sellable proposals and ensure grant agreements are fully understood and diligently executed across functional areas.
- Lead Grant management including reporting (annual and specific donor reports) and adherence to donors’ requirements.

NB: Responsibilities may change to meet the evolving needs of the way WaterAid works.

Person Specification

University Degree or professional qualification in a relevant subject (for example water and sanitation engineering, geology, hydrology, international development, public health, programme management, economics, or other social sciences). Postgraduate qualification in engineering, public health, or social development.

Skills and Abilities

Essential Skills	Desirable Skills
<ul style="list-style-type: none"> • Significant experience in community-based water supply, sanitation and hygiene promotion projects. • A good understanding of participative hygiene promotion approaches and methodologies. • Proven experience in programme/project management experience including budgetary control in a team. • Significant experience in community-based development projects. • Experience with Monitoring Systems. • Proven leadership skills. • Representational skills including experience developing relationships with government and donors agencies at a senior level. 	<ul style="list-style-type: none"> • Experience in participative monitoring and evaluation approaches. • Experience with research methodologies and demonstrated evidence in the documentation of best practices. • Experience in managing change. • Experience of working in Liberia.

Knowledge and skills

Essential Skills	Desirable Skills
<ul style="list-style-type: none"> • Ability to think clearly and analytically. • The numerical ability to make budgets and monitor costs. • Ability to communicate both when speaking and writing in English. • Ability to plan own work, setting priorities and completing it under pressure or when faced with competing demands. 	<ul style="list-style-type: none"> • Ability to communicate both when speaking and writing in a local language. • Ability to use computers both for word-processing and spreadsheet packages.



Personal qualities

Essential Skills	Desirable Skills
<ul style="list-style-type: none">• A strong commitment to gender-sensitive, pro-poor development work.• A commitment to WaterAid's approach and values.• Ability to work in a team.• Willingness to learn from others.	

WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege, or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behaviour, abuse, harassment, or exploitation of any kind. The safeguarding of our beneficiaries, staff, volunteers, and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our Global Code of Conduct. We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

WaterAid is an equal opportunity, disability-confident employer, and committed to achieving the highest standards of diversity, fairness, and equality.