

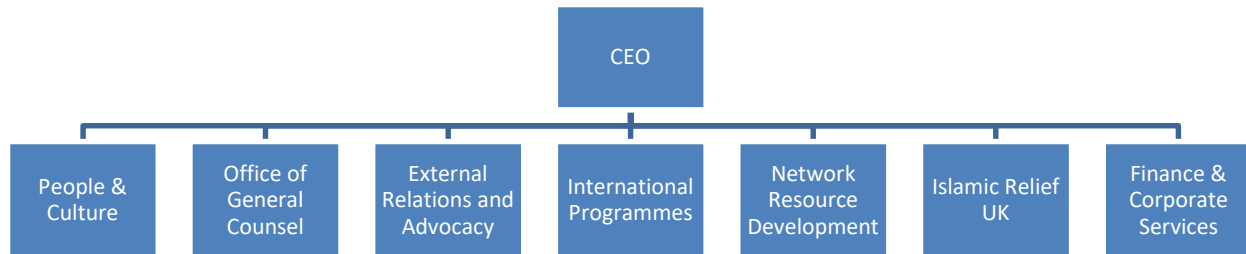


# Islamic Relief Worldwide

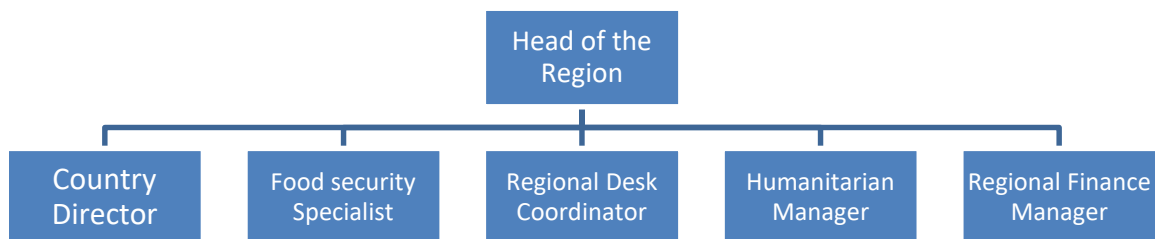
## HEAD OF PROGRAMMES

<b>BASE LOCATION:</b>	<b>MOGADISHU</b>
<b>REPORTING TO:</b>	<b>COUNTRY DIRECTOR</b>
<b>LINE MANAGEMENT RESPONSIBILITIES:</b>	Programme Managers, Programmes coordinators, Special Projects Manager, Humanitarian Coordinators, senior project officers
<b>PURPOSE OF DIVISION:</b>	<ul style="list-style-type: none"><li>The Head of Programme has the overall technical and management responsibility for Islamic Relief's programmatic work, including delivery of the key programmatic work as stipulated in IRW's Somalia strategic documents mainly Emergency and lifesaving, Empowering communities through livelihood and Economic Empowerment, protection and safeguarding through durable solutions. Key focus area of work is to lead and manage the strategic development and implementation of the IRW's programmes.</li></ul>
<b>JOB PURPOSE:</b>	<ul style="list-style-type: none"><li>To provide strategic leadership and expertise to the program in Somalia</li><li>To work closely with the PQIM and ensure the program meets Islamic Relief Quality Standards</li><li>To closely work with partnership team and provide timely and high-quality proposals and reports to donors</li><li>To work closely with PQIM and ensure the development and utilization of best practice for technical interventions.</li><li>To network with, and represent Islamic Relief to partners (government authorities, donors, INGOs, local NGOs, CBOs etc)</li></ul>

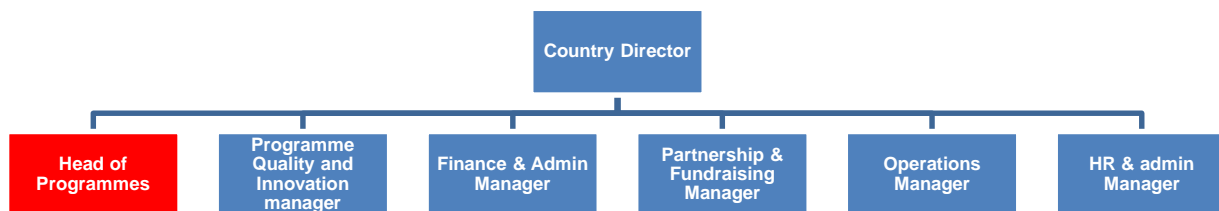
## Structure of Islamic Relief Worldwide



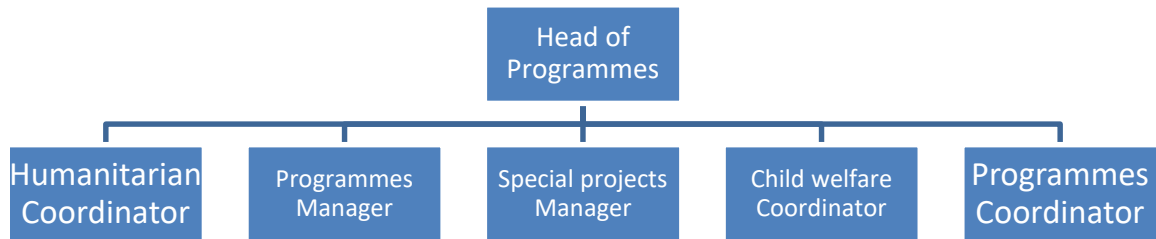
## Structure of Regional Office-East Africa



## Country Structure



## Program department structure



## **KEY WORKING RELATIONSHIPS**

- The Head of Programme reports to and works in close collaboration with the Country Director. He/she also work closely with other CMT members including Programme Quality and Innovation Manager, Finance Manager, Operations Manager, HR & Admin Manager and Partnership Coordinator.

## **SCOPE AND AUTHORITY**

### **Scope of the Role:**

- The job holder will ensure timely delivery of planned results, within budget, oversee adherence to applicable policies, guide and manage the capacity building of IRW Somalia project staff, work closely with the fundraising and partnership team, Programme quality and management team, safeguard staff and assets, advance and coordinate IRS's work with internal and external stakeholders, including current and potential donors, contribute to planning, coordination and learning within IRW and the organisation as a whole.
- The HOP is a full member of the Country Management team and therefore responsible in working with other CMT members especially when developing various country strategies and policies.

## **Responsibility for Resources:**

- As and when delegated, can act on behalf of CD and execute some functions.
- Plays significant roles in the budget management and approvals.

## **KEY ACCOUNTABILITIES**

*This section should detail the 5/6 key accountabilities against which the job holder will be managed. These should then be broken down into key activities and responsibilities, and start with active verbs as far as possible.*

- The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

### **Key Accountability 1: Strategic Programme Development**

- In close co-ordination with Programme Quality and Innovation, Partnership and fundraising, Operations and other technical and management staff, lead the strategic development of IRS's work.
- Support the Country Director in drafting, promoting, and rolling out of all the relevant strategic programme and planning documents in broad consultation with all relevant staff.
- Ensure proper understanding of IRS programmatic approaches and strategies by relevant actors (i.e. staff members, partners, partner NGOs, government counterparts, and donors).
- As an SMT member, manage regular and critical review of the country strategic and action plans and initiate corrective actions/problem solving if and when needed. Follow-up on the Results Plan and report against its indicators.
- In close coordination with the Country Director, represent IRS in key programme relevant meetings with donors, local government authorities, partners, UN agencies and international and local NGOs and various local co-ordination forums.
- Support development and review of the country programme emergency preparedness and response plan.
- Lead focal person for the development of IRS strategy and ensure that it aligns with the IRW global strategy

### **Key Accountability 2: Fundraising**

- Working closely with partnership and ensure resource mobilization strategy is reviewed, updated and implemented.
- Support Country Director in managing and development of a strong strategic business development with an aim of maintaining, directing and expanding IRS's current programme portfolio.
- Work closely with Partnership and fundraising unit, and position IRS for consortia opportunities, including with private sector partners

### **Key Accountability 3: Management**

- Management, operational oversight, coordination and implementation of IRS projects within the Somalia programme.
- Manage the program technical team to ensure effective support to field teams in design, quality assurance, and consistent application of grant compliance standards/policies.
- Provide appropriate and timely feedback to the programmes team staff regarding their performance, including annual staff performance appraisals. Identify with staff their needs and opportunities for professional development.
- Work closely with HR Manager/Coordinator and provide support to the development of an organizational culture that reflects IRS mandate, values, promotes accountability and high performance, encourage a team culture of learning, creativity and innovation

### **Key Accountability 4: People Management and internal communication**

- Manage, coordinate and coach members of the programme team, ensuring their professional development and capacity building as needed
- Oversee and support capacity building for expatriate and national staff on technical issues and program cycle management, based on assessment of the critical program improvement needs of the country
- Work in close cooperation with programme and support staff in the country mission, and actively seek support, knowledge and coaching as necessary from colleagues in other regions and HQ

### **Key Accountability 5: External relations and representation**

- Together with Country Director, ensure adequate bilateral representation of IRS with government authorities, donors, UN agencies, humanitarian agencies and other partners in regard to programme and participation in coordination meetings as relevant

### **Key Accountability 6: Partnership**

- Play a leading role in identifying, nurturing and strengthening strategic partnerships with local and international peer organizations, NGOs, governments etc., in advancing the country and global strategy.
- As appropriate to the country context, provide technical support and capability building to implementing and strategic partners.

## **PERSON SPECIFICATION**

It is essential that the post holder shows a good understanding and empathy with the Islamic values and principles as well as commitment to IRW's vision and mission. *This section should detail the requirements of the role in the following sections:*

### **ESSENTIAL:**

To be successful in this role the ideal candidate should have relevant years of experience within a similar role overseeing a complex emergency and development programme preferably working on displacement issues. Moreover, we also expect the following.

- Relevant University Degree, master's or post-graduate in international relations, Humanitarian Programs Management, degree, political science, Economic Empowerment international development and/or similar field
- Progressive management experience, of which include management of a portfolio of programmes across multiple sectors.
- Proven experience in staff management and development.
- Good understanding of displacement issues and related international standards/frameworks
- Strong experience in programme quality, MEAL, programme development and proven fundraising abilities with key donors
- Proven experience of representing externally to key stakeholders, including donors, embassies and clusters.
- Experience of leading strategic programming and planning processes
- Experience of managing systems and tools to oversee complex project portfolios across different sectors and locations as well as within consortiums

**DESIRABLE:**

- Understanding of Somalia context, culture and strategic direction
- Ability to travel with ease within programming areas and in the remote towns of Somalia