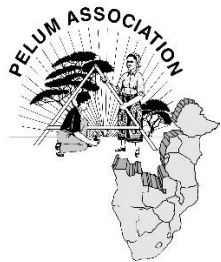


PELUM Association



PELUM Association -Regional Secretariat
Plot 9 Friendship Road, Ntinda, Kampala
P.O Box 104022, Kampala –Uganda
Tel
Email: info@pelumassociationrs.org
www.pelumassociationrs.org

JOB Advertisement

About the Organization

Organization	PELUM Association Regional Secretariat
About the Organization	<p>Participatory Ecological Land Use Management (PELUM) Association is a regional network of over 280 Civil Society Organizations working in 12 Countries in East and Southern Africa.</p> <p>Detailed Job Description. The Organization is seeking the services of a dynamic, hands on experienced candidate to fill the position of Head of Programmes (HOP). The description of the position and attributes of the preferred candidate is summarized below</p>

Job Summery

To provide overall strategic leadership, coordination, direction and management of PELUM Association programmes and ensure their alignment with PELUM Association's strategic plan and policies so as to realise the Goal of PELUM Association.

The Head of Programmes is a senior management position in the organization and a member of PELUM Association Management Team. S/he is responsible for the overall program cycle support which include but not limited to: design, implementation, financial, as well as quality compliance

Detailed Job Description

Title	Head of Programmes		
Department /Project :	Programs	Category	Senior Management
Reports to:	Secretary General		
Location:	Kampala – Uganda		

Responsibilities and Tasks

a) Programme planning management and implementation

- Provide leadership to the development and implementation of the programmes and projects
- Review and ensure alignment of program priorities, strategies and plans ensuring continued relevance in the project context
- Ensure programme activities and deliverables meet quality standards and proactively seek inputs from relevant internal as well as external experts
- Initiate new and or update concept notes programme documents and budgets
- Support the Secretary General and the senior management team towards the development of both strategic and operational plans in accordance with PELUM Association strategy paper (CSP) and planning guidelines
- Ensure regular programme development and approval of activity schedules
- Convene regular programme planning and review meetings as appropriate
- Coordinate the functions of PELUM Association thematic working groups
- Oversee research agenda and ensure that learnings are documented in the most effective way demonstrating value for money as well as informing future program design.

b) Resource mobilization and Donor Relationship Management

- Lead on the development of resource mobilization strategy
- Lead on the development of programme ideas into quality grant proposals through participatory process
- Collaborate with PELUM Country Chapters leadership to respond to potential funding opportunities in the region.
- In close collaboration with the Secretary General, identify existing and potential funding opportunities and keep abreast of the trends within the donor environment both in the region as well as internationally.
- Provide technical support and guidance to proposal development, undertake fund raising activities
- Prepare or coordinate narrative donor reporting in line with donor requirements and in a timely manner.
- Prepare periodic briefings /status report on programmes for funding partners and Regional Board

c) Grant / Financial Management

- Develop, monitor, review and regularly update the programme department activity work plan to ensure that it attains its objectives as cost –effectively as possible.
- Manage the expenditure and disbursement of resources allocated to the program department
- Review programme expenditure to ensure conformity to financial policies and procedure manual (FPPM)

- Monitor and advise on programme and project spending and variances reports as per organizational process and procedures.

d) Programme Monitoring, Evaluation, Reporting and Learning (MERL)

- Develop and or review programme / project monitoring framework and tools
- Oversee the M&E functions and use the results to enforce remedial action where necessary
- Coordinate the review of strategic plan and evaluation for projects in collaboration with PELUM Association stakeholders
- Undertake close monitoring of programmes/projects to ensure alignment and contribution to PELUM Association strategy.
- Ensure compliance of approved programme and project plans
- Promote evidence –based learning and agenda of advancing alternatives

e) Partnerships and Networking

- Provide support to the network for building capacity of Country chapters
- Support programme team in strengthening the relationship with the strategic networks and alliances
- Ensure strategic alliances and partnerships are established and maintained to provide a wider platform to advocate for PELUM Association's issues of interest.
- Represent PELUM Association and participate in networks and alliance meetings, events and forums at regional and international level.
- Ensure effective information flow and communication with other stakeholders including partners
- Ensure effective partnership at all levels as per standard procedure and guidelines of the organization

Qualification, Essential Knowledge and skills

Education	<ul style="list-style-type: none"> • Master's Degree in Business Administration/ Social Sciences/ Agroecology or equivalent • University Degree in Agriculture / Environmental Science or equivalent • Trainings on any of the following areas is an added advantage; Project planning and management, gender mainstreaming , participatory approaches and methodologies, Advocacy/ Lobbying , monitoring and evaluation framework (Tools and Methodology)
Essential Experience	<ul style="list-style-type: none"> • Minimum 5-year relevant experience for post graduate and 7 years for graduates in reputable organizations preferably in the NGO sector, 3 years of which should be in a senior management, experience working in a multi-sectoral context essential. • Experience in designing, establishing monitoring framework/systems and coordinating monitoring, evaluation and impact assessment systems and processes of a program are required. • Experience in managing funding from a diversity of sources (aid agencies, private sector, donors)

	<ul style="list-style-type: none"> • Proven experience in resource mobilization, donor strategies and international relations
Essential Knowledge	<ul style="list-style-type: none"> • Good understanding of Agro-ecology principles and practices • Sound and up to date knowledge of development concepts, methodologies and techniques including demonstrated understanding of programmes monitoring, reporting and evaluation frameworks including; Outcome, Impact Orientation framework. • Sound knowledge in food and agriculture policy in which PELUM Association programmes are operating at both regional and continental level • Excellent understanding of different development partnerships (BMZ, USAID among others) and their reporting requirement. • Strong knowledge of M&E methodology, quality assurance
Essential Skills	<ul style="list-style-type: none"> • Leadership and management • Strategic thinking • Excellent presentation, communication and negotiation • Networking • Planning, organization, coordination and time management • Proficiency in MS Office
Abilities	<ul style="list-style-type: none"> • Work on own initiative with minimum supervision and stay on task • Work under pressure and tight deadlines • Travel frequently.
Personality	<ul style="list-style-type: none"> • A self-starter who is creative, diplomatic, mature and decisive

How to apply:

Interested and qualified candidates should submit their CV and motivation letters /application to:
 PELUM Association Regional Secretariat; info@pelumassociationrs.org

And cc to:

The Secretary General ; howegi@pelumassociationrs.org
 Regional Board Chairperson; nashipaenn@gmail.com

Closing date for the applications: 30th, September 2022.

PELUM Association is an Equal Opportunity Employer