# JOB OPENING

## PROGRAMME MANAGER- fixed term appointment

Closing date       : **25 April 2017**

Opening date      : **05 April 2017**

Under the overall supervision of the national coordinator of Congo Peace Network (CPN), the Programme Manager is responsible for the successful delivery of the whole of the proposed change, co-ordination of the programme's projects and management of their inter-dependencies, including oversight of any risks and issues arising. He is also responsible of the co-ordination of the new capability for the business to enable effective change and realization of projected benefits and the evolving of the concept note for the project's proposal.

The programme manager will work full-time on the programme to play the role of creating and maintaining focus, enthusiasm and momentum. The programme manager is responsible for the overall integrity and coherence of the programme. They will develop and maintain the programme environment to support each individual project within it and through an effective programme management office.

**Responsibilities:**

The programme manager is responsible for:

1. Planning and designing the programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective action
2. Defining the programme's governance arrangements
3. Ensuring effective quality assurance and the overall integrity of the programme - focusing inwardly on the internal consistency of the programme, and outwardly on its coherence with infrastructure planning, interfaces with other programs and corporate, technical and specialist standards
4. Managing the programme's budget on behalf of the national Coordinator and in collaboration with the financial administrator, monitoring expenditure and costs against delivered and realized benefits as the programme progresses
5. Facilitating the appointment of individuals to project team
6. Ensuring the delivery of new products or services from projects is to the appropriate level of quality, on time and within budget, in accordance with the programme plan and programme governance arrangements

7. Ensuring there is allocation of common resources and skills within the programme's individual projects
8. In close collaboration with communication unit, managing communications with all stakeholders
9. Managing both the dependencies and the interfaces between projects
10. Managing risks to the programme's successful outcome
11. Initiating extra activities and other management interventions wherever gaps in the programme are identified or issues arise
12. Identifying the new financial opportunities and project's proposal and drafting the concept note relating to.

13. Participating to the meeting of fundraising

**Qualification requirements:**

### a. Professionalism

The programme manager should have:
- Effective leadership, interpersonal and communication skills
- Ability to command respect and to create a sense of community amongst the members of the project teams
- Good knowledge of techniques for planning, monitoring and controlling programs
- Business oriented and approvals skills
- Good understanding of the procurement process including negotiation with third parties
- Good knowledge of programme and project management methods
- Good knowledge of budgeting and resource allocation procedures
- Sufficient seniority and credibility to advise project teams on their projects in relation to the programme
- Ability to find ways of solving or pre-empting problems
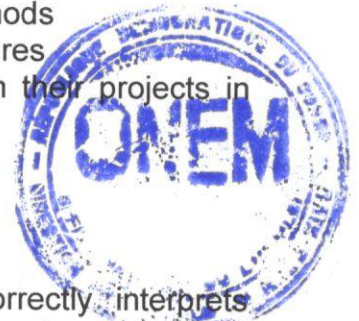
### b. Communication

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Proven and sustained (verbal/written) skills including ability to prepare reports and conduct presentations by clearly formulating positions on issues suggesting options concisely, making and defending recommendations. Ability to communicate with diverse groups, including responsible of communities and donors.

### c. Teamwork

Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team

shortcomings. Proven inter personal skills and ability to listen and work in multicultural environment with sensitivity and respect for diversity

### d. Education

Advanced University degree (Masters or equivalent) in field of Social Science, Business and Administration, Development, Management and related field. A first level university degree in field of Social Science, Business and administration, management and related field in combination with 5 qualifying experience may be accepted in lieu of the advanced university degree.

### e. Experience

A minimum of 3 years working experience with a focus business and administration and management.

### f. Language

English and French are the working languages of Congo Peace Network. For the position(s) advertised, fluency in oral and written English and French is required.

**Others:** Experience in data management matters and Computer literacy in Microsoft office.

**Note: Women are encouraged to apply.**

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*HOW TO APPLY*

*All Interested and qualified applicants should submit their applications with a cover letter to the responsible of Human Resources and a CV with copy of supporting documents to :*

1. **Congo Peace Network office, located at 51, LYNE LUSI Road, Q. les volcans, Goma Commune,**
   **Or**
2. ***cpn.hr@congopeacenetwork.org***

*No later than* **25 April 2017, 18:00 Goma time**

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Goma, 5th April 2017

KIGWENE Germaine

National Coordinator

HAWA MUHAYA
Admin –Fin

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