**RECRUITMENT ANNOUNCEMENT**

**Position: Program Manager**

**Line Manager: Program Coordinator Line Manager + 1: HoM**

**Location: Based in Maiduguri**

**Duration of contract: 6 months (extendable, subject to funding)**

**Expected hiring date:** As soon as possible

**Closing date: within 5 Days of advertisement**

**FUNCTION**

**Program Manager**

**BACKGROUND**

Founded in 1992, Secours Islamique France (SIF) is a non-governmental organisation for international solidarity with a social and humanitarian mission With a presence in Asia, the Middle East, Africa and Europe, Secours Islamique France assists the peoples through its emergency aid, development and orphan sponsorship programmes in over 30 countries wherever humanitarian and social needs exist, without regard to race, religion or gender.

**CONTEXT**

Secours Islamique France (SIF) is a Non-Governmental Organization of international solidarity based in France. Founded in 1991, SIF is a non-profit and non-political organization dedicated to alleviate the suffering of the poorest people. SIF acts wherever humanitarian and social needs require mobilization of emergency relief and/or implementation of development programs.

In Nigeria, SIF provides assistance for both urgent basic needs for those displaced by violence as well as longer-term support for returnees and IDPs in protracted displacement settings.

Our current program includes livelihoods support, NFI, shelter, WASH assistance, Protection intervention delivered through multi-purpose community centers as well as IDP camps.

**ROLE WITHIN THE ORGANIZATION**

Under the management of the Program Coordinatoris responsible for the smooth implementation of MEAL strategy in a qualitatively and timely manner, making sure all SIF and donors’ requirements are met.

Hierarchical link:

HEAD OF MISSION

Program Coordinator

Program Manager

**MISSIONS AND ACTIVITIES**

SIF is seeking to recruit a highly motivated individual for the position of **Program Manger** to work in SIF base.

The tasks described in this job description are not exhaustive or limited. Due to the nature of the mission and the organization, the **Program Manager** may be requested to perform further tasks related to his/her responsibilities.

The **Program Manager** is under the **Program Coordinator** responsibility for all operational aspects, he also works in close cooperation with all the team.

**TASKS AND RESPONSABILITIES**

The postholder is required to ensure that the projects respond in an innovative way to community need and identified gaps in current provision. The postholder is required to ensure consultation with stakeholders (e.g. beneficiaries, Authorities, community, and UN/INGOs)

The postholder is expected to liaise with communities and work in partnership with other agencies in developing and delivering high quality packages to targeted populations. Postholder ensure a proper filing system (soft version and hard copies) for the projects is in place and archaization of the program docs. To ensure project team has clear understanding of their JDs and program objectives and each staff has their work plan (weekly/monthly/quarterly and annual). To ensure deadlines for internal and external reports are fully met.

**Specific Responsibilities**

**Project management**

* Address the feasibility of SIF’s proposals and realign them in light of the field assessment findings.
* Continue the ongoing reorientation and expansion of the project, in line with the evolution of the humanitarian situation.
* Manage the implementation of all projects in Nigeria, and review and suggest amendments where necessary.
* Plan and monitor project activities and outputs against project indicators, timeframes and budgets, and report accordingly. On Monthly bases revise PMP tool.
* Regularly analyse the context, risks, operational access issues and availability of resources, in relation to the project objectives, and define support requirements in order to ensure effective implementation.
* Monitor SIF’s partners activities and provide trainings accordingly to their needs
* Develop Monthly, quarterly and annual project reports.
* Lead needs assessment and write report
* Contribute to Concept Note and new proposal development
* To guarantee all reports are submitted on time and deadlines are met
* Any other tasks given by line manager (PC and HoM)

**Staff Management / Human Resources**

* Provide leadership and management to the project team.
* Line manage project staff, including regular performance management and appraisals
* Support program staff, ensuring that the individuals work effectively together as a team to achieve the project objectives
* Organize and supervise capacity building and development of program staff and partner’s staff
* Propose Job descriptions for all new project staff

**Representation**

* Develop collaborative and open working relationships with partners and beneficiaries
* Attend coordination meetings and draft minutes of attended meetings
* Provide needed info (stories from the field, pictures - when appropriate-) for internal and external communication (Sitrep, media, website, brochures) in close collaboration with HQ communication team

**Logistics**

* Coordinate with the Log team in line with project needs.

**Safety and Security Management**

* Report any security information to the HOM and PC

**Administration and Finance**

* Ensure compliance to administrative, financial and logistic guidelines & procedures
* Draft monthly and quarterly reports according donor's requirements.
* Provide updated info on the programmatic aspect of SIF mission in the Sitrep and other under PC/HoM request
* Oversee budget preparation and analysis of actual expenditures vs. budget with the support team and line manager.

**QUALIFICATIONS AND EXPERIENCES**

* A bachelor’s degree in economics, Project Cycle Management (PCM), Political or Social Sciences or International relations or other relevant degree;
* Minimum 3 years of experience relevant in the field of PCM;
* Experiences on staff management,
* Experiences on planning and report writing and proposal development
* Excellent written and spoken English
* Computer skills (MS Package), knowledge of statistical software and/or qualitative data management software will be an advantage;
* Excellent communication, coordination and interpersonal skills
* Ability to travel frequently and under the particular travel requirements of the assignment.

**PERSONAL QUALITIES**

SIF expects the position holder to have the following personal qualities: moral integrity and high ethical standards, team spirit, patient, well-organized, flexible, open minded, sociable, highly motivated.

**PERSONAL QUALITIES**

Flexibility, Organisation skills, Sense of responsibilities, Analysis and coordination skills, Good interpersonal skills, Capacity to prioritize, Strong humanitarian motivation

**WORKING PLACE**

The position is based in SIF main office, in Maiduguri

**Condition of application:**If you feel you are the right candidate for this position, kindly send your application along with an up-to-date CV + a cover letter (including 3 referees with their current official contacts) by email to: **recruitments.ng@secours-islamique.org**

Kindly please mention clearly in the e-mail, Cover Letter and CV your name as consecutive order: 1) First name; 2) Surname; 3) Another name.

**Mandatory:** The email subject line should be marked: **– Program Manager**

**Candidates from Borno state are encouraged to apply**