

Programme Manager - MEAL

This vacancy is open to Liberians ONLY

This is a re-advertisement therefore candidates who had earlier applied **must** re-apply.

Internal Job Grade - National Contract - C2

Contract type - Open Ended Contract

Reporting to - Program Director

Staff reporting to this post - MEAL Officer x 2

Locations - Monrovia.

Shaping a stronger Oxfam for people living in poverty.

Oxfam Purpose

To work with others to find lasting solutions to poverty and suffering.

Country Purpose:

In 2020, Liberian women and men have an equal, sustained, representative and equitable dialogue with each other and the State on strategies to redress inequalities, which will as a means reduce poverty.

Oxfam in Liberia believes in and work towards a gender-focused active citizenship movement as the basis for the development of a Liberia that is just, equitable, inclusive and has the basis for development and growth.

To that end, Oxfam in Liberia believes that it is crucial that civil society has a voice that is built on gender justice. We believe that a strong and empowered social movement that is representative of the voices of women as much as that of men, of male and female youths as much as that of their elders, that recognizes the diversity of the population and their needs will contribute to **a Liberia with an improved quality of life characterized by active citizenship, equitable and sustainable development in a just and inclusive society**, Oxfam' vision for Liberia. In conjunction with this, and in alliance with civil society, we will continue supporting the government in the development of systems that contribute to the vision.

Job Purpose

In close coordination with the country programme teams; will catalyse the quality, growth and development of Oxfam programmes in Liberia and provide hands on support to all programmes in monitoring, evaluation, accountability and Learning. The position will work in close collaboration with all staff in enhancing the over all quality of Oxfam Programme in Liberia.

Key Responsibilities and Accountabilities

- To work with the Program Director and Program team to produce and provide key information and data on the country program
- To contribute to building a quality innovative program in Liberia that has impact
- To work across the entire country program including long term development, influencing and advocacy and humanitarian
- The role contributes to Oxfam's 2020 vision, in which Oxfam becomes a knowledge-driven organisation
- To build the capacity of partners and staff in monitoring and evaluation

Leadership on programme quality

- Adopt an advisory attitude, stay up to date with the latest thinking, undertake/commission organised reviews, research and analysis and spend time in reflective consideration to develop a comprehensive understanding of how program quality can be achieved across country programs
- Working with the program leads to ensure quality, coherence and impact of the Liberia program through monitoring and evaluation (plays and advisory and oversight role) of the impact of the various components of the program.
- Critically analyse program strategies and approaches and facilitate appropriate change to ensure program outcomes are sustainable
- Support in driving the integration of gender and advocacy in programming

- Support program teams make complex technical information accessible and usable by non specialist within/out the defined program area
- Maintain link with regional and global program development, quality and monitoring initiatives
- Support development of program strategy that demonstrates wider impact for the benefit of the programme target group
- Ensure practical program work plans are drawn up and monitored effectively;
- Lead on the development of a Monitoring, Evaluation and Learning (MEL) framework for the program with the support of the Program Director and program staff;
- Work with staff to embed the understanding that program quality is based on achieving real impact and sustainable change outcomes, not just on adhering to procedures and standards
- Ensure program managers are kept fully informed of changing internal and external ideas and approaches
- Support program staff to create and maximise the links between program work and advocacy and campaign strategies and activities
- Initiate and improve on ways to feed learning into management decisions about program strategy and direction.
- Lead and support programs teams in developing and implementing monitoring frameworks and tools as and when required.

Programme Learning and Development:

- Manage capturing, documentation and communication of innovation and best practices within/out country program and share this across programs, staff and partners
- Support partner monitoring processes by contributing to qualitative and quantitative reporting standards and in close collaboration with relevant program managers

- Support the embedding of participatory approaches, in partner organisations
- Identify and manage capacity building needs of partners and set out a plan for this development, linking with Oxfam operations staff or the private sector as needed;
- Develop, manage plans and coordinate implementation for monitoring and country learning reviews
- Coordinate program learning and work closely with the media and communication aim to ensure lessons are appropriately communicated and shared with all stakeholders
- Facilitate documentation, proper storage, analysis and sharing of information, experiences, and lessons from all aspects of program planning and implementation with a view to contributing to confederation wide learning generally and Oxfam institutional learning in particular
- Receive, collate and analyse partner reports and synthesise program experiences and key lessons periodically
- Facilitate program reflection, review and evaluation processes in line with Oxfam and donor requirements and use outcomes to produce outcomes to strengthen program planning and implementing to promote, inter-alia, active participation of citizens in their own development.
- Coordinate the writing and contribution of articles to various Oxfam and donor newsletters, digital platforms and media and resource centres, learning events, conferences etc
- Link with appropriate professional networks at regional and national levels to ensure that Oxfam remains connected to current thinking and has an opportunity to influence others by sharing its work broadly;
- Monitor programme implementation, and undertake support visits as necessary to ensure Oxfam attains a high quality of program and achieves its intended program impact;
- Provide proactive support on program and project monitoring and development of appropriate monitoring frameworks and tools;

Organisational Management and compliance:

- Support in the development of quality control systems for Monitoring and Evaluation within the Country program and ensure its implementation in conjunction with respective program managers.
- Writes and contributes to internal reports for country and region and external donor reports whilst ensuring quality programming and reporting
- Support teams develop and deliver quality programs in line with Oxfam's approaches, policies and guidelines
- Critically analyse program components to ensure internal coherence and coherence with donor requirements and Oxfam policy priorities
- Support production of quality and timely donor and Oxfam reports
- Facilitate purposeful innovation and ensure program adaptability and improvement in line with the country strategy
- Ensure that learning and research processes adhere to Oxfam's ethics guidelines;
- Maintain awareness of the perception of Oxfam's reputation in all programs and recommend appropriate action to ensure that it remains respected and credible;
- Ensure adherence to all Oxfam program requirements and standards, in relation to program management standards, project cycle management, programme quality, programme learning etc;
- Work closely with the program leadership to ensure that programs are well integrated – using a one-program approach as the ideal model;

Communication and representation:

- Provide regular information, briefings and reports on activities of the country program, including the support of donor and other visits to the program;

- Actively participate in, and build strong collaborative relationships with the Oxfam networks and regional teams relating to essential services, contributing to divisional and corporate projects and strategy

Technical Skills, Experience & Knowledge

- Strong operational management ability with a clear focus on results delivery; competent to work with significant levels of autonomy, showing creativity and initiative and ability to prioritise strategically.
- Strong technical competence in research, learning and monitoring and evaluation methods theory and practice; and, good critical grasp of latest sector thinking, codes, standards and practice; Evidence of leadership of impact assessment processes within an INGO or other institution.
- Understanding of a broad range of programme quality issues and the practical issues faced by programme managers in demonstrating impact.
- Strong conceptual, analytical and critical thinking.
- Ability to lead and motivate others, strong self awareness and interpersonal and communications skills.
- Strong influencing skills, demonstrable ability to contribute to teams and to work with and influence people from diverse backgrounds
- Creative and innovative approach – ability to lead thinking on technology choices and development approaches.
- Strong knowledge and understanding of gender, poverty and development issues in Liberia
- Excellent knowledge of program development and delivery approaches, tools, methodologies and best practices
- Minimum of 5 years experience in designing and implementing monitoring and evaluation frameworks and programs

- Experience in working in multi-sectoral programs and ability to manage multiple priorities, work under pressure and deadlines.
- Demonstrable understanding and direct experience of long-term development, humanitarian and/or campaigns and advocacy work preferably at management level.
- Demonstrable experience of developing and delivering successful training and staff development initiatives and in coaching teams

HOW TO APPLY:

Please send application using this email LiberiaOGBrecruitment@oxfam.org.uk. ***Your application should include a cover letter and CV not more than 04 pages.***

Please make sure you mention the position title you are applying for in the subject of the email.

Deadline for application is September 17, 2017. This vacancy is open only to Liberians.