The Global Campaign for Education (GCE) is seeking to recruit for the following positions: **Programme Manager**

**Role profile: Programme Manager**

**Job purpose:** To manage and coordinate programmes funded by SIDA at global level and ensure effective programme delivery and progress reporting to the funders.

**Location:** Johannesburg, SA

**Reporting to:** Global Coordinator

**Employment Type:** Fixed-term contract with possibility of renewal, to commence ASAP

**Level:** 5

### Duties and Responsibilities:

#### Programme Coordination

- Ensure effective coordination, implementation and delivery of programmes in line with the agreed key objectives.
- Manage the relationship with grant sub-recipients.
- Ensure that all program sub-recipients are in compliance with the terms of the agreed contract and deliverables.
- Contribute to the fundraising efforts of the Secretariat to complement the related programme elements.
- Manage consultants deployed in the framework of the specific programme.
- Ensuring regular communication, information-sharing and consultation with regional and national members of the GCE movement.
- Support the GCE members who hold constituency seats on GPE Board and committee structures.
- Develop working relationships with other grantees who will claim access into these structures leading to a revision of the constituency terms of reference.
- Ensure reporting and monitoring systems and structures are in place with regards to approved grants.
- In collaboration with the MEL Manager, ensure that proper monitoring structures are in place to supporting the reporting requirement for the program.
- Take overall leadership in writing of the related program reports.
- Work with national and regional level partners to develop capacity support and learning strategies embedded in cooperation with learning network partners and learning collaboratives.
- In dialogue with regions, ensure comprehensive and targeted technical support to coalitions, with a particular emphasis on coalitions with weaker structures and programme management/finance capacities.

#### Grant Management

- Work with the finance unit to ensure efficient distribution of financial resources to the relevant regional bodies under the programme and ensure sound financial management and reporting.
- Coordinate the implementation and signing of grant agreements.
- Participate in monthly meetings with the funders to update on programme status, progress, challenges and assist in development of communication protocols and procedures.
- Keep detailed oversight of developments and challenges within the programme and inform the Global Coordinator appropriately.
- Provide quarterly updates to the Global Coordinator on the progress of the programme within GCE.
Qualifications and Key Competencies:

**Essential:**
- Master’s degree in Project management or other related fields
- 8 to 10 years of proven experience in a project management field, with 5 years at managerial level.
- Up to 5 years of experience working in a project-based environment.
- Working knowledge of programme capacity development.
- Experience in strategic planning.
- Excellent report writing skills.
- Proven ability to manage relationships with donors, members and partners.
- A commitment to GCE’s core values, principles and mission to promote the right to education.
- Ability to express clearly and concisely ideas and concepts in written and oral form.
- An understanding of grassroots civil society activism, especially networks and the ability to motivate and engage staff and individuals from diverse coalition member organizations.
- Cultural sensitivity, ability to work with colleagues in different locations and demonstrated ability to work successfully with diverse constituencies.
- Fluency in written and spoken English, as well as strong writing and communication skills.
- Excellent interpersonal skills over email, by phone and in person.
- Ability to work within tight deadlines, deliver on time and to prioritize a complex workload.
- Self-starter, autonomous and able to manage own workload efficiently.

**Desirable:**
- Experience of working in a donor funded environment or an international organisation.
- Competency in one or more of GCE’s other official languages - Spanish, Arabic, Portuguese, French.

To apply for a position, please submit your application letter and a CV/resume (2 pages maximum), including at least two contactable references, to jobs@campaignforeducation.org on or before the closing date: **Monday, 11th January 2021**. Please indicate the job title you are applying for in the subject line of the email. For further information on GCE, please visit our website: www.campaignforeducation.org/.

- GCE is an equal opportunity organisation and everyone is encouraged to apply.
- Please note that due to high volumes of applications that we receive, only complete applications will be considered, and only shortlisted candidates will be contacted.
- GCE reserves the right to shortlist and interview on a rolling basis and in that case the job advert may be withdrawn at any time from job sites without notification.