



AFRICA PHILANTHROPY NETWORK

PROGRAMS AND DEVELOPMENT MANAGER

Africa Philanthropy Network (APN) is a continent-wide network of organizations that seek to reclaim the power and elevate African philanthropy practices.

Job Position: Programs and Development Manager

Reporting to: Executive Director

Location: APN offices in Tanzania or Virtually

Supervising: Program Officers, Consultants, Interns, and Volunteers

The Role: The Programs Manager (PM) is in charge of the organization's overall program planning and management functions, in addition to being responsible for knowledge development and management for the network secretariat. S/he is responsible for the administration and performance assessment of program staff, assessing program associated risks, and mitigating the overall program approach's risks.

The specific duties and responsibilities

Program planning and management

- Support in the execution of the APN strategy and implementation plan.
- Design programs and projects in line with APN strategic plan.
- Support the Executive Director in providing direction in the implementation of APN programs and projects.
- Manage programs and project teams to ensure efficient delivery of program results and
- Provide oversight in program governance and quality assurance of APN programs.

Network development and engagement

- Coordinate the development of concept documents for program activities (networking and research).
- Design annual work-plans, monitor, and evaluate network activities.
- Provide leadership in the implementation of the communication strategy and ensure effective communication amongst members and into and out of the secretariat.
- Coordinate and plan network events.
- Oversee overall network reports on related program activities.
- Mobilize participation in various networking and research activities.
- Assist in developing, monitoring, and reporting on project budgets.
- Represent APN in relevant networking and sharing platforms.
- Ensure the coordination and growth of the Philanthropy movement

Knowledge development and management

- Take principle leadership in research and knowledge building around African philanthropy.
- Support in the development of a knowledge management plan
- Provide leadership in the implementation of the organization's research activities.

- Support the collection, analysis, packaging, sharing, and management of knowledge products and resources in relevant channels.
- Ensure reporting aligned to APN strategic focus areas.
- Support knowledge management team in establishing, strengthening, maintaining, and updating the APN contact database.
- Support in the development of a knowledge library.
- Represent APN in the necessary knowledge development and management meetings.
- Ensure quality checks on all reports and other knowledge products.

Resource mobilization

- Support the ED in resource mobilization by identifying approaches, and soliciting financial resources, domestically and globally.
- Support the ED to develop innovative approaches in mobilizing non-financial resources, domestically, and globally.
- Take the lead role in the development of proposals to support program activities.
- Mobilize resources for knowledge development and management program
- Research and analyze call for funding applications, including expressions of interest and requests for proposals and
- Provide technical support and advice on grant proposal development to the program team members.

Administration

- Develop and implement a quality assurance strategy, with support from the Program Officers.
- Guide the program assessments and reviews and preparation of program reports.
- Support the development, monitoring, and reporting of the program budget
- Assist the ED in the recruitment of program interns, volunteers, and consultants.
- Supervise all program staff, including interns & volunteers.

Skills and Experience

- The candidate must have a minimum of 5 years of relevant professional experience in social sciences, economics, education, legal reform, policy analysis, research for a civil society organization.
- Experience in designing and managing development programs.
- Experience with leading program teams in planning, implementation, and monitoring of development interventions.
- Proficiency in the use of computers, database systems, and the latest information technology.
- Fluent English necessary and additional language (French and or Portuguese) is preferred.
- Strong communication skills, oral and written.
- Self-motivated and proactive.
- Creative, adaptable, and independent.
- Team work, team player and team developer.
- Openness to age, gender, class, racial, cultural, and geographic diversity.
- Knowledge about African philanthropy is an asset.

Starting date: as soon as possible

How to apply: To be considered, please submit a cover letter, a résumé and your salary expectations, as PDF attachments by e-mail to APN Executive Director, info@africaphilanthropynetwork.org
The deadline for receiving applications is Tuesday 26th January 2021. Only shortlisted candidates will be notified.