

JOB PROFILE

How to Apply for this Job



Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Title	Programme Director
Group	International
Team	East and Central Africa
Location	Bangui - Central African Republic
Responsible to	Country Director

Part 1 – Job description

1. Main purpose of the job

As part of the senior leadership team, the Programme Director is to be based in Bangui and responsible for managing the Programme Department and field-based operations for Tearfund in the CAR. He/she will assist the Country Director in the leadership and management of Tearfund's project work and a portfolio of partners, ensuring the effective design, assessment, resourcing, and monitoring of projects in support of the delivery of Tearfund's CAR country strategy whilst ensuring projects reflect Tearfund Quality Standard commitments. The Programme Director is responsible for the field's compliance with Tearfund's Logistics policies and procedures, compliance with donor guidelines and regulations, and providing support on Grant Management, and internal and donor reporting.

2. Position in organisation

- Grade:2
- Reports to the Country Director
- Provides leadership as a Member of the in-country Senior Leadership Team.
- Represents Tearfund's integrated work in the current partner areas and programmatic areas within Tearfund, and to external bodies.
- Works closely with the Country Director, Project managers, the Church Community Transformation Officer, the Programme Funding Coordinator to develop and execute a fundraising strategy ensuring diverse funding streams to finance the implementation of the Country Strategy.
- Liaises closely with the in-country Finance and HR departments and with the Tearfund Headquarters partners, advocacy, finance, and program funding departments.
- Liaise as needed with the East and Central Africa Region leadership.
- The Programme Director will manage key senior managers as the Programme Funding Coordinator, Area & Project Coordinators, and sector advisors or technical staff as required.

3. Tearfund's Christian culture

- We believe that discernment of all our actions on the basis of Christian values is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group and engage with Tearfund Prays and the Prayer hub
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfill their objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development, and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share the responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

5. Scope of job

- Strategy Design and Implementation
- Programme Planning and Implementation; Management of Partner Portfolio; Corporate Policy and Compliance
- Team Management
- Resource mobilization
- Work closely with the Country Director on External Representation and networking

6. DUTIES & KEY RESPONSIBILITIES

6.1 PROGRAMME STRATEGY

- Support the Country Director in developing the strategic direction for Tearfund in CAR.
- Lead the implementation of the CAR Country Strategy, including the partners and advocacy strategies and subsequent implementation.
- Assist the Country Director in identifying, securing, and maintaining donor funding to achieve budget targets from a range of diverse income streams.
- Lead and supervise the development of the project proposals and budgets in coordination with the Program Funding Coordinator, ensuring strong cross-departmental coordination between Programme and support teams, including field teams, as well as close liaison and timely consultation with RO/HQ. Ensure all project proposals are of the highest quality and submitted promptly for internal and external approval.
- Oversee the development, and implementation, and contribute to accountability for the fundraising strategy in line with the CAR Programme strategy
- Design, contribute, and/or lead assessments for emergency or longer-term programming in existing or new project locations
- Establish strong and efficient partnerships with local organizations, donors, and authorities, in line with the Country's strategy
- Monitor and analyze the environmental trends and potential impact or opportunities and develop humanitarian responses, transitions to recovery, and early-stage development strategies for locations where Tearfund is working.
- Ensure Tearfund's purpose, values, and program objectives are communicated amongst program staff to foster understanding and ownership.
- Ensure Tearfund Quality Standards are contextualized and prioritized at the country level and that non-negotiable requirements are consistently applied.

6.2 PROGRAMME MANAGEMENT

- Provide strategic and operational leadership for all program interventions, personnel, and partners ensuring an integrated, holistic program for delivery of the Country Strategy.
- Oversee the planning, implementation, monitoring, and evaluation of all projects and programs ensuring they contribute to the Country's Strategic Objectives and transformation of the target communities.
- Ensure the timely development and submission of high-quality program outputs including donor, annual,

quarterly, and monthly reports, evaluations, and TRACK updates.

- Ensure the partners meet the agreed objectives within the set timeframe and budget.
- Advise and assist with defining the required team composition and structure for integrated operational and partner programming per Tearfund standard structure and sectoral requirements.
- Ensure projects are designed and implemented per Tearfund's Quality Standards, PCM good practice, and reflect the priorities outlined in the Quality Standards action plan.
- Ensure preparation of a database of each cluster/sector of activities and develop the proposal writing
- Supervise the Programme and Area Managers as well as Project Coordinators in managing and implementing projects, ensuring adequate monitoring, reviewing progress, reviewing beneficiary feedback, identifying corrective actions required, and capturing learning.
- Oversee the Area Managers in managing project budgets, reviewing the monthly finance reports with them to monitor expenditures and identify any corrective actions required.
- Identify, select, develop, and manage an appropriate portfolio of partners to achieve the country strategy objectives encompassing all 3 corporate priorities.
- Manage the partner relationships, including resourcing, capacity development, risk management, providing prayer support, and planning exits.
- Create structured opportunities to encourage learning from all staff, ensuring internal and external evaluations, reviews, and audits are undertaken as appropriate. Ensure recommendations are implemented and learning is shared within the complex program and in the wider International Group.
- Frequent travel to field locations (at least 40% of working time).
- Oversee the Programme from Finance, Logistics and HR perspectives liaising closely with the in-country Finance and HR departments.

6.3. PROGRAMME MONITORING, EVALUATION, LEARNING AND ACCOUNTABILITY

- Support the planning & implementation of DMEAL frameworks at two levels (i) country/response strategy level and (ii) for key projects/programs to track progress, capture evidence of impact, and facilitate continual learning and adaptation..
- Capacity building and accompaniment of frontline staff (and partners to plan, measure, and improve quality in our programming, demonstrate evidence-based impact, fostering accountability with key stakeholders.
- Support and advise on the implementation of effective remote monitoring approaches.
- Representation and networking both internally and externally on DMEAL and extract learning from engagements to inform program adaptation and scale.
- Lead the MEAL country teams to have country-level results, information, and reporting standards/processes and practices aligned to the global impact indicators.
- Support the annual review and reporting of country/response strategy progress.
- Lead and support country teams to have consistent, harmonized program quality through intentional integration and monitoring of Tearfund's Quality Standards and the Core Humanitarian Standards across programs. Strengthen program teams to develop and consistently use feedback mechanisms, ensuring beneficiary participation in all phases of the programming cycle.
- Supervise the MEAL team on the design and implementation of all MEAL outputs including donor, quarterly, and annual reports, baseline studies, learning reviews, and evaluations.
- Assess current DME capacities and work with DME Officers (or roles that have DME functions) to improve their capacity. Ensure they are linked with others in similar roles across the cluster.
- Share knowledge and experience across the program, Region, and within Tearfund.
- Encourage the uptake of technology to improve DME processes, particularly the use of digital data collection. Support Tearfund's organizational evidence & impact agenda
- Work with the TRACK focal point in the Region to support the ongoing implementation and use of Tearfund's organizational DME system – TRACK.
- Support the TRACK focal point to collate feedback to the Impact and Effectiveness team regarding ongoing modifications required to Tearfund Track.

6.4 CORPORATE POLICY AND COMPLIANCE

- Delegated responsibility for security management of a complex programme based on relevant Tearfund policies (e.g. security plans; acceptable risk policy) in consultation with the Country Director, relevant field staff and other agencies as appropriate.
- Responsible for ensuring that the health and safety policy is understood by all staff and any accidents are recorded appropriately.
- Ensure compliance with the Tearfund procedures for the development of project proposals, reporting, monitoring, evaluation, audit, learning, project completion and for compliance with donor rules.
- Ensure that policies and commitments regarding the safeguarding and protection of children and vulnerable adults and the prevention of fraud and bribery are consistently applied.
- Support the Country Director in corporate monthly, quarterly and annual reporting.

6.5 TEAM MANAGEMENT

- Ensure Tearfund's purpose, values and the program objectives are communicated amongst line managed staff to foster understanding and ownership
- Lead and manage staff ensuring clarity over plans and priorities, providing supervision, guidance and mentoring, encouraging effective teamwork and inclusiveness and building a team spirit through regular meetings and events.
- Provide management support to direct reports in their management of others, and their implementation of role objectives, work plans and budgets.
- Implement Tearfund's performance management system with direct reports with objective setting, probationary reviews, regular catch ups, 6-monthly performance appraisals, and development planning and exit interviews, carried out for staff.
- Conduct disciplinary and grievance procedures as required, in conjunction with the HR Manager.
- Provide spiritual and pastoral support to direct reports and other staff where appropriate.
- Contribute to developing and model a team culture characterized by a shared vision, commitment and mutual accountability that reflects Tearfund's desired corporate culture being servant-hearted, Christ-like, agile, effective, and courageous.

6.6 EXTERNAL REPRESENTATION

- Assist the Country Director with representation to the government (or informal de facto authorities), helping to ensure constructive working relationships are maintained.
- Guarantee the strategic communication with all partners, donors, international and national institutions and local authorities.
- In conjunction with the Country Director and other staff, represents Tearfund and its partner face work to other international and national NGOs, UN agencies and visitors, ensuring coordination and attendance at relevant interagency technical, sectoral and security coordination networks as necessary.
- Responsible for representing Tearfund through building relationships and networking with national Church leaders.
- Represent Tearfund and partner work to donor representatives, supporting positive relationships and ongoing communications.
- Support the Country Director in policy influencing (advocacy) activities at relevant local and regional levels.
- With the Country Director, encourage constructive relationships with media representatives to build public profile and ensure positive coverage, and when delegated act as the local Tearfund media spokesperson.

Part 2 – Person specification

Job title: Programme Director

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A relevant university degree in international development, programme management, social studies or related subjects with strong relevant senior management experience 	<ul style="list-style-type: none"> • Post-graduate qualification (Master) in Development and/or Management
Experience	<ul style="list-style-type: none"> • Previous extensive experience as Programme Director in the humanitarian field. • Extensive experience on senior level roles in the same field. • Proven experiences in a multi- sector, multi-funded relief and development programmes. • Proven strategic planning and emergency programme and project management experience in both development and humanitarian environments. • Proven experience in strategic planning and thinking. • Proven experience in proposal writing / projects elaboration for World Bank, African Bank of Development, Agence Francaise de Development, USAID/BHA BMZ, EU/ECHO, UN agencies fundings. • Proven ability to develop and manage multiple stakeholder relationships including staff, partners, donors, government, and peer agencies. • Proven application of good practice standards: SPHERE, Core Humanitarian Standard and Red Cross Codes of Conduct. • Significant proven ability in project cycle management and evaluation, and budget development and management. • Implementing and working in accordance with corporate structures, policies and practices. 	<ul style="list-style-type: none"> • Proven experience of • organisational development and capacity development of local organisations. • Proven ability in financial risk management • Proven experience working in fragile states. • Work experience in the CAR is a good asset.

Skills/Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills in French (C1) and English (C1) with certifications. • Ability to gain respect of CEOs of partner organisations, institutional donors and government representatives • Excellent interpersonal, negotiation and representation skills • Strong communication skills • Substantial familiarity with donor language and ability to write/present compellingly and coherently to various audiences. • Experience in building and working in consortia for complex projects. • Ability to work with children and vulnerable adults in an appropriate and safe manner in accordance with Tearfund Safeguarding Policy • Computer literate 	<ul style="list-style-type: none"> • Understanding of effective Church mobilisation approaches • Awareness of gender and development issues
Personal Qualities	<ul style="list-style-type: none"> • Committed Christian able to live out Tearfund's values and lead others to do so: Christ-centered, courageous, truthful, compassionate, servant hearted. • Having a vision for Tearfund's work and being able to articulate that vision with commitment and passion. 	<ul style="list-style-type: none"> • Ability to demonstrate an interest and involvement in issues of justice, compassion and mercy • Networking • People developer and motivator
	<ul style="list-style-type: none"> • Emotionally and spiritually mature • Team player • Self-disciplined with ability to work proactively, using own initiative • Willingness to travel and live in basic conditions • Understanding and sensitivity to cross cultural issues • Flexibility to accommodate changing priorities, ability to remain calm under pressure 	
OTHER COMMENTS: <ul style="list-style-type: none"> • Regular travel across cluster countries is a requirement • All roles require a DBS/Police check • Tearfund is a member of the SCHR Misconduct Disclosure Scheme • Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		

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