



Job description

Head of Programmes, Policy & Governance

Mozambique



Job Title: Head of Programmes, Policy and Governance, Mozambique	
Grade: G	Department: Programmes
Reports to: Country Director	Location: Maputo Office
Direct Reports: 4 (Rural Programme Manager, Urban and Small Towns Programme Manager, Policy & Campaigns Programme Manager, WASH Technical Manager). Total team size is 25.	
Key Relationships : Heads of Quality, Funding, Finance & IS, People, OD & Administration, Regional Programme Manager, Regional Funding Manager, Regional Advocacy Manager, counterparts in other Country Programmes, UK specialists	
Contract type: Open ended	Date: Revised November 2018

Purpose

This role is a member of the Senior Management Team (SMT) of WaterAid Mozambique (WAMAZ). The role is responsible for ensuring successful implementation of WaterAid's programmatic approach, ensuring strong synergy and linkages between service delivery and our governance, advocacy and policy influencing work across all country programmes. The following are key focus areas of the role:

- Strategic programme leadership, development, management and delivery of sustainable, integrated Water, Sanitation and Hygiene (WASH) programmes through promotion of quality-driven programming.
- Leading on programme design, development, effectiveness, quality assurance, learning and impact in the Country Programme (CP).
- Leading on the design and delivery of governance, advocacy and policy influencing work and ensuring this is integrated across all country programmes at national & district level.
- Building high performing integrated programme and policy team including partnerships to design & implement innovative programmes with strong advocacy and influencing components that are in line with WAMAZ Country Strategy and the global strategy ensuring contributions to global campaigns.

Responsibilities

Strategic Programme Leadership

- Support the Country Director in executing Mozambique's Programme Strategy and contribute to its successful implementation.
- Lead on successful implementation of WaterAid's programmatic approach ensuring strong synergy and linkages between service delivery and our governance, advocacy and policy influencing work across all programmes.
- As a member of the Senior Management Team (SMT), contribute to Country Programme management and decision making processes.
- Lead the design and development of programmes in line with the country strategy and WA standards and approaches to ensure maximum impact, effectiveness and transformational change at a country wide scale.
- Identify the key gaps and opportunities in the external public policy and service delivery environments where WaterAid's programmatic and advocacy interventions can have high impact and bring about progressive change.
- Contribute to shaping regional and global initiatives using experiences and lessons from the Mozambique Programme.

Governance, Advocacy & Influencing

- Identify key WASH sector issues and design advocacy plan on which WaterAid and its partners can successfully focus their advocacy and influencing efforts.
- Lead the delivery of influencing programmes and WaterAid's change agenda at national & district level, ensuring effectively influencing of government policy & legislation, budgets, co-ordination mechanisms and innovative delivery approaches to increase WASH access.
- Liaise with regional and global advocacy and campaign teams to design and ensure implementation of advocacy and campaign agenda in line with global campaigns such as Healthy Start and WAMAZ country strategy and context.
- Plan, guide and showcase WaterAid's service delivery, research and innovations ensuring quality of research products and effective conversion into use in the sector and beyond to influence policy makers and other actors in the country.
- Foster the development of district wide/city wide approaches and ensure human rights based approach is embedded in all programmes implemented across programmes.
- Lead on ensuring that learning from programme experiences are well documented, shared within the sector and evidence used to inform our advocacy, campaigning and policy work
- Raise the profile of WaterAid Country programme through a positive, proactive and strategic approach to brand building and engagement with various stakeholders such as media, government/policy makers and ensuring effective representation in various fora and platforms at national, regional and international levels.

Programme Development and Management

- Ensure effective WASH programme design, plan and delivery in line with strategic plans and WaterAid's programmatic approach and quality standards, and identify and proactively seek linkages and integration between policy work and service delivery programming.
- Ensure that the programme team, collaboratively works with the funding & business development team to effectively manage relationships, negotiations and communication efforts with donors and partners in all phases of project design and implementation; promote appropriate involvement of partners at all stages of the project cycle
- Exercise oversight and accountability for the design and delivery of quality programme work across all thematic areas based on WaterAid Programme Quality Standards, PMER Core Procedures and other relevant approaches.
- Oversee the development and implementation of a partnership strategy to ensure that impactful and effective partnerships are identified, built and managed.
- Provide oversight on the monitoring and evaluation of qualitative & quantitative outcomes and impacts of programmes and partners' efforts, in collaboration with the Quality and Assurance team, to ensure successful delivery against overall plan and targets.
- Ensure effective integration and coordination of programme, policy and advocacy initiatives to ensure close working relationships and collaboration of the teams.
- Ensure adherence to high standards of programming quality that reflect WaterAid's technical standards, best practice and donor guidelines, while fostering needs-driven innovation to improve programme effectiveness and impact.
- Ensure timely and quality preparation of reports (such as donor reports, six monthly and annual programme reports, business plans, evaluation reports) as required by the government, donors, the Southern African region or WaterAid UK.
- Plan and conduct regular partner monitoring visits at least once per quarter and submit monitoring reports to the CD; and taking forward any issues with respective partners.

Funding

- Lead the design of quality projects and proposals that are responsive to funding requirements and speak to CP's strategic priorities, experience and lessons learned.
- Work collaboratively with the Funding team to effectively manage relationships, negotiations and communication with donors and partners during project design and implementation.
- Promote appropriate involvement of partners at all stages of the project cycle.
- Monitor qualitative and quantitative outcomes and impacts of programmes and partners' work in collaboration with the Funding team, to ensure successful delivery, in line with donor contractual agreements.
- Ensure that any contractual requirements related to donors and restricted income are fully adhered to by all involved, by ensuring that appropriate plans for meeting them are developed and implemented.

Financial Management

- Coordinate Programmes financial execution and reporting with Head of Finance and IS and Head of Funding, considering WaterAid's and donor's requirements and standards.
- Lead on donor reporting processes and ensure quality and timely financial analysis and reports in line with WaterAid financial policy and donor requirements.
- Lead the development of operational plans and budgets for all programme functions in line with WaterAid policies and donor contractual agreements.
- Manage and monitor expenditure against budgets for annual plans in adherence to financial guidelines, ensures value for money, and acts as appropriate within delegated authorities.
- Carry out regular budget monitoring, ensuring all spending is within the agreed budget limits and that at least 95% expenditure is attained by end of Financial Year.
- Assist finance department, in liaison with Programme Managers, with reasons for variances to plan remedial action.
- Prepare monthly programme financial cash flow plans & timely submit to Finance.

Networking and Representation

- Represent WaterAid in national CSO, donor, government and international forums related to WASH, so as to influence thinking of other stakeholders on effective delivery of WASH, and build WaterAid's reputation as a sector leader.
- Develop and strengthen partnerships, networks and alliances among sector stakeholders, government, donors, academia, media, research institutions and NGOs involved in the WASH sector in order to foster mutual learning and identify innovations that would increase the efficiency and effectiveness of the sector.
- Guide and support team to design and deliver materials for the media (speeches, articles, press releases, and social media contents) in line with WaterAid's Media Policy.

People Management

- Ensure the recruitment, management and development of a high performing team in line with the demands of the CP strategy.
- Develop team members in order to maximize their contribution to the team and organization; and especially coach, guide and mentor team managers.
- Encourage and promote empowering and collaborative leadership, effective management, and a culture of openness, innovation and accountability in line with WaterAid's values.
- Ensure smooth working team within and across the different units and management lines within the programmes department while enhancing integration among the programme function and other functions.

Specific context

- Required traveling in-country and sometimes at regional and international level as and when required
- Eligibility to work in country is preferred

Technical skills

- Master's degree or higher, preferably in a discipline directly or closely related to WASH, such as such as Water Resources, Engineering, Development Management, Social Sciences, Environmental Health or Public Health.
- Minimum ten (10) years of professional experience of which 5 years should be in a senior management position in reputed international or national non-governmental organization;
- At least five (5) years of proven experience of development and management of programmes that deliver transformational change. Experience in the WASH sector preferred.
- Proven experience of governance, advocacy and policy influencing work
- Understanding of rights based approaches to development and how they might apply to the WASH sector in a country programme
- Stakeholder engagement and Policy Analysis skills
- An in-depth understanding of national and international development issues,
- Good knowledge of Mozambique Government's development policies and strategies, especially as they relate to WASH
- Experience of developing key strategic and operational approaches
- Strong financial management skills including developing and managing complex budgets, and experience in preparing donor progress and financial reports
- Knowledge of policy and advocacy networks and social movements in Mozambique
- Experience of successfully managing multiple grants, donors and programmes involving adherence to strict donor rules and regulations
- Experience in participatory monitoring and evaluation approaches

Skills and Abilities

- Ability to lead and manage a multi-disciplinary team of professionals
- Excellent relationship management and negotiating skills. Proven ability in building strong working relationship with colleagues and a variety of external stakeholders such as government officials and donors and role players in other sectors
- Strong analytical and problem solving skills
- Strong negotiation, influencing and networking skills, with proven experience of building collaborative partnerships and alliances with policy makers, donors and other stakeholders in the development field.
- Strong organisational skills, versatility, ability to prioritise tasks and meet strict deadlines.
- Strategic thinker - able to see the bigger picture, challenges and opportunities and create a long term vision. Able to lead strategic discussions
- Excellent communication (oral and written) skills
- Fluency in English and Portuguese is required
- Ability to work in a multi-cultural environment
- Commitment to WaterAid's values and a working style that reflects these



Our people promise

We're looking for people who share a commitment to our vision, and a commitment to playing their part in changing normal. We're looking for people with an appreciation and respect for different people and ideas, with energy and expertise to help tackle the most important challenges. In return, you can expect to get inspiration from the change you help make happen, a sense of belonging and the feeling of being part of a global community. You will also experience stimulation and fulfilment, the chance to grow, and space to be yourself at your best. This is our pledge to you.