





Programme Manager

 CBM Christoffel-Blindenmission Christian Bl...
 PD Office Togo

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About CBM

CBM (registered as CBM Christoffel-Blindenmission Christian Blind Mission e.V.) is an international development organisation committed to improving the quality of life of persons with disabilities in the persons communities of the world. Based on our Christian values and more than 100 years of professional expertise, we address poverty as a cause and a consequence of disability. We work in partnership to create an inclusive society for all.

PLEASE ADAPT:

To reinforce our Country Office Togo team, we are looking for a Programme Manager.

The position is a position with 40h/week.

This position is only filled locally with contractual conditions of Togo. An expatriation is not intended.

These are your responsibilities

Project Development

- Responsible for the development of project ideas, project design; concept note, log frame, proposal narrative and activities for budget planning.
- Identify Partners in alignment with Country Director, Fundraising teams and Initiative.
- Collaborate with and support the Partner Portfolio team in planning and conducting partner assessments and addressing identified gaps related to programmes and governance.
- Preparation and onboarding of partner (Kick off workshops; explanation of CBM's and donor specific tools, processes, and reporting calendar).

Partner Capacity Building

- Conduct Partner Programmatic Capacity building events/ trainings.
- Support the CD in Bi-annual/annual review meetings with multiple partners.

Project Coordination & Quality Assurance

- Coordination with partners on agreed activities and timelines. Ensure activities are carried out by the partner as per agreed timeline; communicating with partners on project progress; guidance to partners on implementation issues.
- Manage Budget and/ or activity change requests: Alignment/discussion with partners, analysis of budget or activities and managing deviations, communication and coordination with relevant divisions.

Monitoring, Evaluation and Learning

- Conduct monitoring visits to Partners: Remote or travel on-site. Pre-arrangements and coordination with partner, ToRs development, documents check (including a high-level check of key vouchers), stakeholder meetings, debrief, monitoring report, follow up on agreed actions.
- Evaluations: ToRs development, consultant recruitment, capturing and dissemination of learnings; follow up on actions.
- Knowledge and Learning management: Documentation, dissemination, and representation of learnings/best practices - internal & external.

Reporting & Audit

- Project Reporting: Review and finalize all reports, programmatic and financial.
- Check activity and budget status to calculate forecast and Request of Funds.
- Ensure compliance with donor requirements and organizational policies.
- Audits: follow up on programmatic and governance related actions.

Compliance & Risk Management

- Risk Identification and Mitigation: Identify project risks/ issues and develop mitigation plans. Ensure implementation, monitoring, and follow-up.

- Compliance assurance: Ensure that implementing partner has programmatic systems, processes, and capacities in place to guarantee compliance with CBM requirements.
- Support in implementation of Partner Assessment programme and governance related recommendations and actions.

Project Administration in ERP System (PROMIS/ NGO Online)

- Set up of project in PROMIS and ensure project related data in PROMIS is kept updated during implementation and completion.
- Timely Forecasting, Budget adjustments in system considering unspent funds & unimplemented activities, maintain monitoring system and carryout required status updates (forecasts, cost plan revision, upload of reports, Quick Status Review) etc.

Internal Alignment & External Stakeholder Management

- Ensure internal alignment with relevant stakeholders.
- Represent CBM on behalf of Country Director and upon delegated responsibility to external stakeholders.

Line Management

- Line management of Project/Programme Officers(s).

These are your qualifications

Qualifications

- Education (bachelor's degree or master's degree) in Project Management, International Development, or equivalent
- Experience: at least 6 years of experience in project management within the I/NGO sector, or equivalent.

Key Skills

- Project Management: Ability to plan, execute, and oversee projects, ensuring they meet objectives and are completed on time and within budget. Well versed in project management tools and methods (iPCM, Log frame, monitoring tools)
- Program Management: Skills in managing multiple programs, including coordination, monitoring, and evaluation.
- Technical Knowledge: Knowledge in specific thematic areas relevant to the organization's mission. Competence in the respective thematic area is an advantage, but a PO is not expected to be an expert in this field. POs are specialists in project management and generalists in the thematic areas.
- Data Analysis and Forecasting: Proficiency in analysing and forecasting financial and programmatic data to inform decision-making and improve program outcomes.

- **Communication:** Excellent written and verbal communication skills to effectively convey information to stakeholders.
- **Interpersonal Skills:** Strong ability to collaborate and interact with diverse groups, including team members, partners, and beneficiaries.
- **Leadership:** ability and skills to line manage individuals.
- **Problem-Solving:** Ability to identify issues and develop effective solutions.
- **Budget Management:** Skills in managing program budgets and ensuring financial accountability.
- **Languages:** Professional proficiency in English, local language highly appreciated.

Attributes:

- **Adaptability:** Flexibility to adjust to changing circumstances and environments.
- **Cultural Sensitivity:** Understanding and respecting cultural differences to work effectively in diverse settings.
- **Attention to Detail:** Ensuring accuracy and thoroughness in all aspects of program management.
- **Commitment to Mission:** Passion for the organization's mission and dedication to making a positive impact
- **Identification with Christian values and the mandate of CBM**

What we offer

- A meaningful position with a lot of creative freedom in the world's leading organisation in the field of Disability Inclusive Development
- A fair salary and other social benefits based on the local conditions in the country you apply for
- An approachable, agile organisation with self-reliant people in a diverse and collegial team and great team spirit

How to apply

Please apply exclusively online via our applicant portal (see APPLY NOW).

A letter of motivation, CV and relevant (work) references complete your application.

We look forward to receiving your application!

We would like to further promote diversity in our teams and therefore welcome applications from people of different ethnic and social backgrounds, religions and world views, different ages and genders, and especially from people with disabilities.

*Suitability is decisive, gender is irrelevant!