Programme Coordinator

PD Office Togo
Published till: 10.12.2026
Published: 26.11.2026



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.

To strengthen its Programme Department, CBM Togo is seeking to recruit a Programme Coordinator for the implementation of the SSF Project. The incumbent will be responsible for the overall coordination and management of the project, ensuring its effective implementation in line with CBM's strategic objectives, donor requirements, and agreed project outcomes. The role encompasses the full project cycle, including planning, implementation, monitoring, reporting, and close-out, while ensuring the timely delivery of results and achievement of project targets.

The Programme Coordinator will provide overall leadership and oversight for the implementation of the SSF Project through three local implementing partners. The incumbent will ensure effective partnership management, coordination, quality assurance, and performance monitoring, fostering strong collaboration among stakeholders and promoting the achievement of the project's intended outcomes and impact.

This is a full-time position (40 hours per week) based in Togo and governed by local employment terms and conditions. In line with CBM Togo's recruitment policy, the position is open exclusively to candidates eligible for local employment in Togo. No expatriation package or relocation support will be provided.

These are your responsibilities

- **Project Development**
  - Responsible for the development of project ideas, project design, concept notes, logframes, proposal narratives and activities for budget planning.
  - Identify partners in alignment with the Country Director, Fundraising teams and initiatives.
  - Collaborate with and support the Partner Portfolio team in planning and conducting partner assessments and addressing identified gaps related to programmes and governance.
  - Prepare and onboard partners (kick-off workshops, explanation of CBM and donor-specific tools, processes and reporting calendars).

- **Partner Capacity Building**
  - Conduct partner programmatic capacity building events and trainings.
  - Support the Country Director in bi-annual and annual review meetings with multiple partners.

- **Project Coordination & Quality Assurance**
  - Coordinate with partners on agreed activities and timelines. Ensure activities are carried out according to agreed timelines.
  - Communicate with partners on project progress and provide guidance on implementation issues.
  - Manage budget and/or activity change requests, including alignment and discussion with partners, budget analysis, management of deviations and coordination with relevant divisions.

- **Monitoring, Evaluation and Learning**
  - Conduct monitoring visits to partners (remote or on-site).
  - Pre-arrange and coordinate with partners the development of ToRs, review documents (including high-level checks of key vouchers), hold stakeholder meetings, debriefings and follow up on agreed actions.
  - Support evaluations through ToR development, consultant recruitment, documentation and dissemination of learning, and follow up on actions.
  - Manage knowledge and learning through documentation, dissemination and representation of internal and external learning and best practices.

- **Reporting & Audit**
  - Review and finalize all reports, both programmatic and financial.
  - Check activity and budget status to calculate forecasts and Requests for Funds.
  - Ensure compliance with donor requirements and organizational policies.
  - Follow up on programmatic and governance-related audit actions.

- **Compliance & Risk Management**
  - Identify project risks and issues and develop mitigation plans, ensuring implementation, monitoring and follow-up.
  - Ensure implementing partners have appropriate systems, processes and capacities to comply with CBM requirements.
  - Support implementation of Partner Assessment Programme recommendations and governance-related actions.

- **Project Administration in ERP System (PROMIS / NGO Online)**
  - Set up projects in PROMIS and ensure project-related data is kept updated throughout implementation and completion.
  - Perform timely forecasting, budget adjustments and status updates, including cost plan revisions, report uploads and Quick Status Reviews.

- **Internal Alignment & External Stakeholder Management**
  - Ensure internal alignment with relevant stakeholders.
  - Represent CBM on behalf of the Country Director or upon delegated authority with external stakeholders.

These are your qualifications

- **Qualifications**
  - Bachelor’s degree or Master’s degree in Project Management, International Development or equivalent.
  - At least 4 years of experience in project management within the INGO/NGO sector or equivalent.

- **Key Skills**
  Project Management
  - Ability to plan, execute and oversee projects to ensure objectives are achieved on time and within budget.
  - Good knowledge of project management tools and methods (IPCM, Logframe, monitoring tools).
  - Skills in managing multiple programmes, including coordination, monitoring and evaluation.

Technical Knowledge
- Knowledge in thematic areas relevant to the organization's mission is an advantage.
- Expected to combine thematic expertise with sound project management skills.

Data Analysis and Forecasting
- Ability to analyse and forecast financial and programmatic data to support decision-making and programme performance improvement.

Communication
- Excellent written and verbal communication skills for effective engagement with stakeholders.

Interpersonal Skills
- Strong collaboration and relationship-building skills with team members, partners and beneficiaries.

Leadership
- Ability to lead and manage individuals.

Problem Solving
- Ability to identify issues and develop effective solutions.

Budget Management
- Skills in budget management and financial accountability.

Languages
- Professional proficiency in French and English.
- Strong appreciation of local languages is highly desirable.

Attributes
- Adaptability: flexibility to adjust to changing circumstances and environments.
- Cultural sensitivity: understanding and respect for cultural differences.
- Attention to detail: ensuring accuracy and thoroughness.
- Commitment to mission: dedication to CBM's mission and values.

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.
- 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!

Your contact person: Komlan Edem Missihoun

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 decisive, gender irrelevant!

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