

Role Description

Senior Program Manager

About our Organisation

The Women's Fund Fiji is an empathetic and adaptive feminist fund working to influence and mobilise financial and non-financial resources for feminist and women's rights organisations and movements, so they can progress the human rights of women, girls, and gender non-conforming people in Fiji.

We are relevant, effective and demonstrate value for money, adaptive and flexible, proud of our high-capacity team, effective in our dual approach to funding, capacity development and movement building, and reaching rural and remote communities.

We will address the problem of the unequal flow of financial and non-financial resources from donors, funders, power holders and decision makers to feminist and women's organisations and movements in Fiji.

Objective

The Senior Program Manager is responsible to lead the implementation of the Fund's capacity development strategy, with a focus on maintaining a rights-based gender equality and women's empowerment approach with groups, organisations and networks that the Fund supports. The role is also responsible for providing leadership, guidance and technical expertise on the Fund's programmes and activities, to the Fund team and relevant stakeholders. The role reports to the Executive Director and is a member of the WFF's Leadership Team.

Outcomes

Organisational Stakeholders

1. Prudent Management and Effective Support of WFF programs ensured

- Program initiatives are implemented and maintained adhering to WFF's objectives and the strategic direction of the organisation
- Activity management support and guidance provided to the Fund, including oversight of the implementation, budget management and reporting of activities and lead the development of program management systems
- Program and activity funding opportunities are identified and engaged
 - Budgets for activities are developed and monitored
- Partners engaged in development of new funding initiatives and grant opportunities
- Oversight of grants management processes leading up to approval including due diligence and financial management ensured
- Proposal documents are complete, in line with member/partner funding interests
- Effective risk management ensured through the development and/or the implementation of relevant frameworks and risk management tools
- Research for programmes and activities are undertaken in specific areas where necessary to support the implementation of the funds core strategies
- Programme reports are prepared/reviewed and submitted
- Contribute to developing and maintaining the Fund communication and knowledge products

Outcomes

2. Effective Capacity Development Ensured

- Implementation and oversight of the Fund's capacity development strategy ensured
 - Includes managing the implementation and supporting capacity development for Fund partners (including grantees and in-kind support recipients) in Fiji
 - Support is provided to potential grantees to develop gender equality and women's empowerment focused program proposals and plans
 - Implementation of capacity development activities as and when required
- Work closely with the MEAL Coordinator to monitor and assess program strengths and areas for improvement
 - Program activities monitored and reviewed, including progress towards the Fund's outcomes
 - A particular focus is provided to Fund's grant and capacity development support provided to grantee partners.

3. Supervision and Direction of a Robust Resource Mobilisation Function

- Work closely with the Executive Director in the developing, implementing and monitoring of the Funds resource mobilisation strategy, policies and annual work plans
- Ensure grant funding proposals are prepared and submitted to individual and institutional donors including but not limited to:
 - Potential funding opportunities identified and calls for proposals analysed
 - Writing, editing, and/or approving letters of intent, concept notes, and grant proposals for submission, including assembling all required documentation
 - Donor grant compliances and reporting preferences adhered to at all times
 - Collaboration with the Resource Mobilisation coordinator, MEAL Coordinator and relevant staff to gather information needed for reporting
 - Writing, editing, and/or approving the completion and submission of reports on existing funding/donors
 - Collaboration with the Finance & Operations Manager to develop budgets and reports for donors as needed
- Developments in the philanthropic sector closely monitored and opportunities to expand the number and nature of relationships with institutional donors seized
- Interest and awareness fostered in the international institutional donor and philanthropic communities on the strategic importance of funding and supporting women's and girls' rights

4. Stakeholder Engagement and Representation Ensured

- Effective and informative strategic advice provided to the Grants Committee.
- Management and donor reports on programs/activities are developed and submitted with updates and specific achievements/outcomes
- Database maintained of current information, research, activities, initiatives
- The Fund is represented (or appropriately delegate representation of) at various stakeholder and/or organisation meetings, venues, etc.

Outcomes

- Harmonious and effective relationships established and maintained
- Attendance at relevant trainings and workshops ensured
- Coordination of externally contracted service providers to support Fund partners ensured
- Support provided to stakeholders, with accurate and timely advice and information
- Existing and potential partners are supported and engaged through mentoring site visits and other forms of accompaniment to develop and implement their activities using a gender equality and women's empowerment approach
- Training developed and delivered to program staff and relevant stakeholders on program-related issues, tools and approaches

5. Human Capital Management

- Guidance and leadership provided to Program Officers and MEAL Coordinator, including mentoring and supporting their professional development
 - Program Officers are assisted and guided on delivering and taking lead in identified focus/thematic area, e.g., gender, education, political participation, reporting, etc.
- Staff development needs are identified and addressed accordingly, supported with a learning program for skills development
- Team and individual performance ensured through technical monitoring, setting objectives and standards and supervision

6. Teamwork and cooperation

- Cooperation within the team is ensured
- Cooperation across functions / departments is ensured
- Collaboration with internal and external stakeholders is ensured to achieve the set targets and goals

7. WFF's reputation and value standards demonstrated and promoted

- Teamwork encouraged and promoted for the benefit of WFF
- Encourage team members to uphold reputation and value standards

Responsibilities - Critical Competencies

Competence	Description
Business	
Strategic Development	Translate the strategic direction into action-oriented strategies and plans.
Business Performance	Manage performance levels against set deliverables.
Risk Management	Implement and manage a risk assessment program.
Planning	Develop a detailed work plan to achieve specified objectives.
Resource Management	Schedule resources over multiple work teams or units to maximise their effectiveness and achieve objectives; monitor the outcomes.
Information Analysis	Evaluate options and make decisions / recommendations based on information provided.
Documentation	Present information in a report that explores the links between the issues and draws conclusions.
Communication	Adapt communication techniques to suit different audiences, handle complex and /or sensitive topics.
Stakeholder	
Stakeholder Commitment	Seek, act upon, and follow through on stakeholder feedback regarding products or services provided.
Promotion	Analyse the stakeholder's requirements and identify the products/services to match this need.
Relationship Building	Formalise business relationships through partnerships or agreements of mutual benefit e.g., service provision.
Quality Focus	Monitor/audit quality standards: provide guidance and direction to staff on quality standards.
People	
Leadership	Establish clear objectives for multiple work groups/departments empowering and supporting these leaders to lead and achieve their objectives and targets.
Facilitation	Ensure work delegated is completed in an effective and timely manner, accepts accountability.
Problem Solving	Address the wider implications, consequences or causal relationships in a non-routine problem
Learning	Monitor employee development and align training and development to meet the organisational goals.
Professional	
Technical Strength	Develop the technical solution for a situation using fundamental principles and theory - technical adviser.

Qualifications

Qualification	Discipline	Notes
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Preferred

Higher Degree incl. Post Grad Cert or Dip	Arts in the Social Sciences, Project management, Development Studies, Gender Studies	
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Desirable

Higher Degree incl. Post Grad Cert or Dip	Project Management	
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Work Knowledge and Experience

Proven expertise and experience in a similar role with Donor reporting including, contract, M&E and risk management

Strong track record of leadership in Programs/Projects management, including financial and contract administration of programs

Demonstrated ability in building relationships with internal and external clients to ensure that program services are performed effectively

Five to ten years of professional experience providing technical support in capacity development for women's empowerment and promoting gender equality to women's organisations

Demonstrated senior program management experience including coordinating multiple activities, implementation, monitoring and evaluation and managing cross-cultural teams in complex working environments

Demonstrated experience in developing, delivering and facilitating capacity development activities that use interactive and practical tools

Excellent analytical and report writing skills, including the ability to write to donor specifications, including but not limited to DFAT, MFAT, Women's funds

Extensive experience in civil society or the Fiji's women's movement, particularly in gender equality and women's empowerment-related programming

Sound understanding of gender and development issues in Fiji, desirable

Experience and knowledge on Gender equality, disability and social inclusion. Understanding on working with people with disability and gender non-conforming persons.

Requirements

Language Proficiency

Excellent command of written and spoken English

Regulatory Compliance Requirements

Driver's License
Police Clearance

Interactions

Interaction

Comments

Internal

All Staff
Executive Director
Program Officer
Monitoring, Evaluation and Learning Coordinator
Resource Mobilisation Coordinator

External

Civil Society Organisations
Donors
Partners/Grantees
Relevant Government Authorities
Statutory Authorities
Service Providers

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Perceptive	Shows keen insight and understanding of issues or situations.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Decisive	Reaches conclusions, promptly and firmly.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Numerate	Shows abilities in quantitative thought and expression.