

## JOB DESCRIPTION

**POSITION:** NATIONAL COORDINATOR  
**LOCATION:** BUJUMBURA, BURUNDI  
**RESPONSIBLE TO:** HEAD OF PROGRAMMES OPERATIONS & DEVELOPMENT

Agency for Cooperation and Research in Development (ACORD) is a Pan-African Organisation working for Social Justice and Development in 17 countries in Africa. ACORD seeks to go beyond addressing the consequences of poverty by understanding, challenging and changing the conditions that cause poverty and exclusion through a Pan Africa Programme that unites practical work, research and advocacy. ACORD believes that people have a right to a just and equal society thus we work in common cause with the poor and marginalized people who have been denied their rights to help them understand, challenge and change these conditions. ACORD's response to the challenges of Africa is firmly based on a belief that people themselves are the agents of change and actors of their own development. People's ability to take action on the causes of poverty is what will transform Africa's future. This belief underpins ACORD's practical work, its research methodologies and policy advocacy. ACORD works in partnership with local civil society and communities and in alliance with other organizations in Africa and the rest of the world to achieve these aims.

### Job Purpose

Under the supervision of the Head of Programmes Operations & Development (HPOD), the Area Programme Manager is responsible for the strategic direction, leadership and operational management of the Burundi Area Programme and represents ACORD with the Government, Local and international partners in the country. S/he will take the leading role in developing, overseeing, reviewing and monitoring of the Country strategy and in ensuring alignment with the ACORD Pan African strategic directions and overall thematic focus. The APM is responsible for developing and managing new and ongoing programming initiatives, actively leading the programme cycle management, and developing and managing partnerships. The APM is also responsible for ensuring cross learning and sharing knowledge across the programme in all areas of programming as well as the national, regional and international policy advocacy and development issues. S/he is responsible for overall financial and human resources management of the Area Programme as well as resource mobilization to ensure the smooth running and financial sustainability of the Area Programme.

The position will be based in ACORD Country Office in Bujumbura with regular visits to all project locations in Burundi.

### Relationships with others

Under the supervision of the Head of Programmes Operations & Development (HPOD), he/she will work in collaboration with staff in various departments/units at the Secretariat: programming team (Pan-African program, thematic managers, monitoring/evaluation), partnership development, funding and communications, finance, human resources management and administration team.

### Strategy development and implementation

- Keep abreast on socio-economical and political developments in the Area Programme region and maintain close communication with the Secretariat on relevant critical factors and changes in the environment
- Provide Leadership in the development and implementation of the ACORD Area Program strategy in line with the overall ACORD Strategic Plan and the context in the country/region

- Facilitate the alignment of ACORD Area Program to strategic organizational thematic priorities and accountability mechanisms provided in the ACORD programming framework
- Undertake timely strategic review of the ACORD Area Program Strategy ensuring continued relevance in the rapidly changing environment

### **Representation**

- Represent ACORD and its interests in dealing with government, international and local organizations, networks and medias in the Area Programme country/region and contribute towards consolidating and raising the profile of ACORD
- Represent ACORD in round tables seminars, conferences and forums and other public events
- Develop relationships with local organizations and networks
- Establish national and regional strategic relations and alliances with partners and civil society working in common cause with ACORD objectives
- Maintain good partnerships relations at National and International levels

### **Programme development**

- Lead on the development of area program document and projects, providing sound methodological and technical support, informed by participatory methodologies, human rights and social exclusion framework as per organizational programming approach
- As part of the Area Program, develop and implement a research and advocacy plan on focused issues of relevance in the country/region aligned with ACORD's global priorities
- Lead the planning, implementation and monitoring of the advocacy plan
- Participate in national and international campaigns in line with the advocacy plan and other relevant opportunities
- Mainstream gender equality in Area program policies, strategy, program and projects development, management and evaluation
- Carry out participatory annual budget planning as per organizational guidelines
- Promote a participatory approach in programming work and create space in the structure for staff participation and involvement in decision making
- Ensure there are updated systems and processes for monitoring activities, results and impact assessment at program level
- Provide continuous monitoring and support to existing projects and coordinate program reviews/internal evaluations and facilitation of external evaluations in close collaboration with the M&E and Programs Operations Manager in the Secretariat
- Ensure that the monitoring and evaluation system is participatory and involving the team and partners
- Carry out an adequate follow up on implementation of the findings from internal and external evaluations
- Facilitate trainings, researches and learning of cross-cutting relevance to programs
- Coordinate the production of timely quality program reports

### **Funding**

In close communication with the Partnership Development Unit and the Programs Operations Manager

- Keep abreast of the trends within the donor environment in the Area Program and Internationally
- Undertake local and international fundraising initiatives
- Ensure that effective grant management systems are in place and are consistent with the overall organization fund seeking and management policy and promote their application
- Be aware of all donors conditionality in the Area Program country/region and monitor adherence to donors conditionality
- To produce good quality funding proposals and respond to call for proposals

- Facilitate donor visits and evaluations as necessary

### **Financial management**

In close collaboration with the Head of Finance and the Programs Operations Manager

- Ensure effective implementation of the overall Finance Manual
- Ensure adequate budget monitoring and review
- Review accuracy of accounts and carry out periodic checks on financial matters
- Monitor the delivery of accounts on a timely basis and comment on any significant variances arising from budget monitoring
- Check and verify all inventories
- Facilitate annual and project-specific audit processes within the Area Program

### **Human Resources Management**

In close collaboration with the Human Resources & Organisational Development Manager and the Head of Programmes Operations & Development

- Provide leadership support to Area Programme staff and promote best practices in human resources management
- Coordinate regular reviews and update of the human resources policies and procedures for the Area Programme in compliance with the overall human resources management manual and the national labour laws
- Oversee adequate implementation of performance management processes including performance planning and review
- Oversee and monitor efficiency and fairness of recruitment processes across the programme
- Provide Coaching and Counselling advice to staff when necessary
- Coordinate the development of a staff development plan in line with strategic directions of ACORD in the Area Programme
- Organize regular meetings with the strategic management team and all staff for the purpose of exchanging information, coordination and learning

### **Information, Communication and learning**

- Ensure that the programme is maintaining a coordinated and agreed information exchange both internally and in its dealing with external parties
- Ensure that key programme documents (strategy programme document, projects proposals, research and reports ...) are internally shared with the Secretariat and agreed upon before communicating to donors and other external parties
- Ensure that all communication infrastructures are set up in the programme and smooth information flow is maintained
- Ensure that experiences and best practices are documented and shared across the organisation

### **Supervision & Collaboration**

The National Coordinator is under direct supervision of the Head of Programmes Operations & Development in Nairobi.

### **Education/Qualification/Experience**

- Master Degree level Education in development or program management studies;
- At least five (5) years working experience in the INGO sector in Africa;
- At least 3 years working experience working in management positions;
- Proven experience in research and advocacy
- Strong People and financial Management skills;
- Strong experience in strategy, program formulation and implementation;

### **Skills/Knowledge/Abilities**

- Familiarity with and commitment to a gender approach to development;
- Familiarity with and commitment to participatory methodologies;
- Knowledge of current thinking on development issues and methods;
- Computer skills;
- Excellent written and oral communication skills.

### **Required Competencies**

- High level conceptual, strategic thinking and analysis skills;
- Strategic decision making;
- Adaptation skills: work in a multicultural environment;
- Decision-making and problem solving skills;
- Communicate with impact with various stakeholders