



# Job Profile

**Position:** Program Manager  
**Supervisor:** Country Director - Mexico  
**Department:** Programs

## POSITION PURPOSE:

Responsible for providing programming and technical implementation guidance to the program components of Water Access, Hygiene and Sanitation promotion, Church and Community Mobilization (CCM ) activities and Monitoring and Evaluation.

## DIMENSIONS:

<b>Direct Reports</b>	<b>4-5</b>
<b>Travel</b>	<b>50%</b>
<b>Budget Management</b>	<b>100% of Program Budget</b>

## JOB REQUIREMENTS:

EDUCATION/EXPERIENCE	<ul style="list-style-type: none"> <li>• Degree in a technical or managerial field - engineering/business administration/international development or equivalent;</li> <li>• Minimum 5 years of experience in program design, strategy implementation and leadership;</li> <li>• Personnel/Team management experience</li> <li>• 3 years' experience in financial analysis/budget management</li> </ul>
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## BUSINESS COMPETENCIES & GENERAL SKILLS

<ul style="list-style-type: none"> <li>• Knowledge and experience with WASH sector guidelines and best practices</li> <li>• Knowledge and experience in program report writing</li> <li>• Knowledge and experience in program design</li> <li>• Knowledge and experience designing or delivering WASH programming</li> <li>• Highly proficient in English both spoken and written</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to produce and deliver presentations</li> <li>• Highly proficient basic computer skills - Word, excel, power point</li> <li>• Oral Communication/Presentation skills</li> <li>• Ability to work with minimal supervision</li> <li>• Ability to work in rural environments with little to no infrastructure</li> <li>• License to drive a vehicle</li> </ul>
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## AREAS OF RESPONSIBILITY

<ul style="list-style-type: none"> <li>• Oversee the development of the program design with key stakeholders and ensure it is in compliance and compatibility with the LWI global strategic plan</li> <li>• Responsible for the programmatic delivery of the LWI approved country strategy</li> <li>• Responsible to ensure programs operate under LWI global quality standards</li> <li>• Responsible to lead procurement of capital equipment under approved procurement processes</li> </ul>
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- Manage all field level program coordinators - this includes but is not limited to program delivery / design, performance management, monitoring work schedules, disciplining coordinators, developing trainings, training materials and staff coordination
- Co-lead project design as part of the SMT, revise project objectives and create logical frame work matrix (activities, processes, inputs, outputs, outcomes and impacts) for program alignment with programming
- Report to SMT monthly on program progress
- Write monthly, quarterly and annual reports per regional guidelines and submit within deadlines
- Direct visits with coordinators in their work areas (minimum of once per week per coordinator)
- Manage external consultants and individuals sub-contracted to implement hardware contracts and other program components
- Develop relationships with major stakeholders in WPA areas
- Execute other tasks as required for the successful implementation of the program.