



Job Profile

Position: Program Manager
Supervisor: Country Director - Guatemala
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:

Direct Reports	4-5
Travel	50%
Budget Management	100% of Program Budget

JOB REQUIREMENTS:

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

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

<ul style="list-style-type: none"> • Oversee the development of the program design with key stakeholders and ensure it is in compliance and compatibility with the LWI global strategic plan • Responsible for the programmatic delivery of the LWI approved country strategy • Responsible to ensure programs operate under LWI global quality standards • Responsible to lead procurement of capital equipment under approved procurement processes

- 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.