



# Job Profile

**Position:** Program Manager  
**Employee Type:** Permanent  
**Supervisor:** Country Director  
**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	5
Travel	50%
Budget Management	100% of Program Budget
JOB REQUIREMENTS:	
EDUCATION/EXPERIENCE	<ul style="list-style-type: none"> <li>• Degree level required in relevant sciences like agronomy, health, international development or equivalent.</li> <li>• Minimum 5 years of experience in program design, strategy implementation and leadership.</li> <li>• 3 years' experience in financial analysis/budget management</li> <li>• Experience in development program using a holistic approach.</li> <li>• Personnel/Team management experience</li> </ul>
BUSINESS COMPETENCIES & GENERAL SKILLS	
<ul style="list-style-type: none"> <li>• Knowledge in program monitoring and evaluation</li> <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>• Familiar with planning process</li> <li>• Familiar with community education methodologies</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>• Ability to work from the field at least 50% of the time</li> <li>• Highly proficient in English both spoken and written</li> <li>• License to drive a vehicle</li> </ul>
AREAS OF RESPONSIBILITY	

- 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 for ensuring 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 Senior Management Team (SMT), revise project objectives and create logical framework 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 Wash Program Area (WPA)
- Execute other tasks as required for the successful implementation of the program.