



## Role Description

<b>Role Title:</b>	<b>Director Programme Operations</b>
<b>Reports to:</b>	Country Director
<b>Job location:</b>	Nigeria Country Office – Kaduna
<b>Responsible for:</b>	Snr Programme Mgr (Operations), Snr Programme Mgr A, Country Technical Adviser (NTDs), Snr Programme Mgr (Eye Health), Country Coordinator, Trachoma.
<b>Department:</b>	Finance and Performance
<b>Job holder:</b>	Vacant

### Purpose of the role:

The Director Programme Operations shall be responsible for and provide the overall leadership of Sightsavers programme operations in Nigeria including working with implementing partners. They will ensure that Sightsavers' operations are in line with the organisational strategy and direct the country programme team to manage and deliver high quality and cost-effective programmes. The role will also be responsible for ensuring adherence to programmatic internal systems and processes including overall responsibility of strategic programme development. This position is designed to obtain high-quality professional leadership for strategizing and implementing Sightsavers' programmes and related projects.

The post holder will proactively support Sightsavers' work with partners to ensure greater programme coherence in line with thematic strategies. Additionally, this role will collaborate and coordinate with the advocacy team for all policy and advocacy related initiatives in line with programme strategy and in consultation with the Country Director.

### Key accountabilities:

#### Staff Management and Leadership (30%)

- Lead and manage the programme team for effective programme delivery.
- Ensure Sightsavers values, vision and mission including safeguarding are reflected in programme implementation in Nigeria.
- Supervise, guide and develop the direct reports using Sightsavers' performance management system.
- Ensure performance measurement for programme staff and their teams/staff development plans implemented.
- Invest in team building and ensure team cohesion as well as encourage high team performance
- Ensure that direct reports are clear of and deliver to their respective targets and objectives.
- Support the CD to work collaboratively with internal departments globally to contribute to organisation success; review outputs and share learning, identify new opportunities and make recommendations based on changes in the local environment.

### **Strategic Programme Development and Management (40%)**

- Lead the strategic programme implementation and their operations and ensure that project targets are achieved as per the annual work plan.
- Strengthen and enhance the quality of all programmes
- Monitor progress of projects and proactively manage issues and problems that arise
- Ensure programme experience is critically analysed, and lessons learned captured and applied for on-going programme improvement as well packaged to ease sharing and dissemination both internally and externally
- Manage, oversee and support, jointly with programme managers and finance staff to ensure effective, timely and quality programme and projects delivery.
- Participate in selected Programme Forums and networks of Sightsavers and others, as needed for pursuing the organizations' Programme Goals.
- Work with programme teams to demonstrate high outcomes and provide support in scaling up of best practices across thematic areas.
- Work with programme team and partners to replicate successful models of “scale-up” of “proven interventions” in order to reach out to a larger impact population
- Work closely with MEL and DARTS in setting up of mechanisms for knowledge gathering, analysis and dissemination
- Support to networks both inside and outside the organisation

### **Programme Finance Management (20%)**

- With overall responsibility for the management of Sightsavers' partner/state programme budget:
  - Ensure finance and programme functions are aligned for effective operations, ensure corrective actions are taken as appropriate.
  - Ensure budget holders are actively monitoring and reviewing budgets and addressing issues promptly.
  - Ensure program operations are in compliance with principles of accountability and transparency.
  - Ensure corrective actions are taken as appropriate
- Ensure partner expenditure is in line with approved forecasts
- Enforce compliance to meet funding/donor requirements in order to retain and develop grant and partner relationships

### **Fundraising (10%)**

- Support Fundraising teams in ensuring that programme teams generate data/information and for fundraising.
- Critically reviews all concept notes and project proposals submitted for funding opportunities
- Support States/Country Office to engage effectively with funding teams to raise resources for area/country programmes

### **Core behaviours:**

- Networking and influencing both within and outside the organisation
- Change and improvement – Encourages learning and drives for continuous improvement. Holds people accountable for their performance.
- Communicating and influencing – Demonstrates commitment to the organisations strategic plan and objectives. Able to present complex information in a manner appropriate to a varied audience.

- Decision making – Consults, listens and leads to take clear and timely decisions.
- Planning and organisation – Demonstrates the ability to deal with detail as well as the ‘big picture’. Develops and uses effective plans and monitoring systems to ensure appropriate use of resources
- Delivery and implementation – Acts as a role model for overcoming challenges and delivering against commitments and plans. Maintains consistency and effective performance despite pressures and changes.
- Team working – Builds a strong and committed team in support of the organisation’s strategy. Is supportive of global working whilst having responsibility for team management and to develop a learning culture.

### **Skills (Special Training or Competence):**

- Demonstrated ability to lead, manage and effectively function as a team member and respect diversity in a team.
- Strong ability to nurture, mentor and empower staff at every level.
- Demonstrated ability to orchestrate effective decisions across a broad range of issues, assess progress, analyze gaps and make changes necessary to ensure maximum results.
- Demonstrated ability to identify programmatic issues that require immediate attention, prioritize and take appropriate and timely action.
- Result oriented and proven track record of delivering impact at scale
- Excellent negotiation and influencing skills
- Excellent communication (both verbal and written) and presentation skills
- Demonstrated learning agility, pro-activeness and openness to embrace new technologies at work
- Ability to manage large budget
- Good MS office skills.
- Add analytical skills

### **Qualifications and experience:**

- Post graduate qualification in relevant fields related to Sightsavers thematic areas (NTDs, eye health, disability and social inclusion), or equivalent.
- Extensive working experience in an INGO/NGO environment with significant background in a senior management/leadership position with proven track record of complex programme management at country level.
- Knowledge of project management, budget development and monitoring, and resource management
- Knowledge of advocacy, research, impact assessment, partnership development and resource mobilisation.
- Understanding of the development sector and critical cross cutting themes such as gender and advocacy.

This is not an exhaustive list but an outline of the key responsibilities of the role

### **Key Relationships (Internal)**

Country Director  
Regional Director

Programme Team  
Sightsavers NTD Technical Hub  
Policy & Research - PS2  
Programme Staff NCO  
Finance Team NCO  
Institutional Funding

**Key Relationships (External)**

Strategic Partners – UN Agencies and NGDOs  
Implementing partners - Government and NGDOs  
Ministries of Health in Nigeria  
NTD communities in Nigeria  
Consultants and Contractors

Date as of: August 2019