seed madagascar
sustainable environment, education & development

# Programmes Manager - Community Health
# Madagascar

## Position Overview

We are a medium-sized NGO looking for a Programmes Manager to coordinate the development and management of our Community Health Programme in Madagascar. This is a superb opportunity for a development professional with two to four years work experience to work alongside national and international staff, leading on the programme development, grant writing, reporting and evaluation of SEED's Community Health Programme.

This post would suit someone who has experience in international development and is now ready to make the move into managing a team and a portfolio of projects. **It is essential that the post holder has grant writing experience, community health knowledge, a minimum C1 level of French, and is able to work in English to a high standard.** Candidates who do not meet these criteria will not be considered.

SEED Madagascar is a British charity working in partnership with communities in the southeast of Madagascar. We integrate high quality community health, WASH, rural livelihoods, schools and conservation programmes to support long term, sustainable change and add to international best practice through research and publication across all our programmatic areas.

*Location:* Fort Dauphin, Anosy Region, Madagascar
*Contract minimum duration:* 2 years
*Probationary period:* 3 months
*Terms and conditions:* Local salary, plus £1,200 contribution to flight and £650 to insurance
*Reporting to:* Director of Programmes & Operations

## Responsibilities:

**Programme Development**

1. Work with national and international staff to design community health projects that fulfil local needs and align with SEEDs strategic aim, taking into account past learning, international best practice, contextual constraints and government objectives.

**Seed Madagascar**
Company No. 3796669
Charity No. 1079121

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2. Oversee the development of project frameworks (e.g. Log Frames and Theory of Change) and proposals to ensure they are representative of the community needs whilst being attractive to donors.

3. Support the team to conduct research into international and national development best practice and funding opportunities for the Community Health Programme

4. Ensure the high standard of all project documents submitted to donors to secure the ongoing funding of SEED's projects – currently at around £150,000 per annum across all active interventions

5. Identify partners and build networks and collaborations across the Community Health Programme to increase the impact of SEEDs work in these areas

6. Use evidence-based advocacy from research and project findings in briefing papers for staff, local and regional stakeholders, and government departments to inform regional and national development strategy.

**Programme Management**

7. Provide timely updates to the UK based Programme and Funding Coordinator of project activities and support them to communicate any changes in project activities to donors when necessary

8. Oversee effective systems for monitoring project progress against activity plans, working with project teams to ensure objectives are met and using learning from ongoing evaluation to inform the development of projects

9. Conduct fieldwork and monitoring visits to project sites when appropriate and ensure observations are fed back into ongoing project design.

**People Management**

10. Recruit, support, manage, review and provide professional development to a team of Programme Officers and Specialists, delegating to and managing their work to achieve departmental objectives and support organisational ethos and strategy

11. Foster essential cross-cultural collaboration and learning, providing support to both the national and international teams to bridge gaps in understanding and priorities for project development and implementation

12. Provide pastoral care, guidance, and act as a role model, both professionally and personally, for a team of early career professionals living in country

**Budget Management**

13. Oversee the development of budgets, including full cost allocation with consideration of the organisational strategy and priorities over the coming years

14. Provide monthly overview of financial reports, ensuring project spending is on track and identifying trends in expenditure, and management of exchange rate gains

**General**

15. Provide core support to the Director of Programmes & Operations in management and ensuring the support and security of all international staff, including acting as an intermediary of organisational priorities to the wider team

16. Work flexibly, including changing work priorities at short notice and working unsociable hours when necessary to meet a short deadline, for example the submission of project funding documents within the timeframe set by donors

17. Ensure all of SEEDs policies and procedures are evident throughout the work of the department, including those for safeguarding, whistleblowing, and anticorruption, and undertake continual training to ensure these are always promoted

18. Represent SEED Madagascar in external meetings with other agencies, donors, and partners on the ground in Madagascar and in the UK

19. Act as a temporary stand-in for the Director of Programmes & Operations and/or other Programme Heads when required during a period of leave and absences

## Required Skills & Experience

**Essential**

- At least a first degree-level qualification or equivalent experience in community health, or related discipline
- Sound knowledge of international development frameworks and contemporary global issues facing least developed countries

- Sound knowledge of and interest in community health issues and approaches in least developed countries
- Minimum of 2 years' experience of community health projects in a developing context
- Minimum of 2 years' professional experience in line management and/or project management
- Familiarity with the use of project management tools including Logical Frameworks, Theory of Change models, Activity Plans and Monitoring & Evaluation frameworks
- Fluency in English (written and spoken) with excellent written communication skills, to the level of editing English documents for publication.
- A minimum of C1 proficiency in French.
- Excellent listening and verbal communication skills, and a flexible and patient attitude
- Excellent proposal and report writing and editing skills, with previous experience compiling project proposals and reports and the ability to tailor written information to various audiences
- Cross-cultural negotiation skills and a curiosity in effective work practices in a cross-cultural setting
- Ability and desire to build capacity both within international and national teams
- Ability and desire to develop, support and manage a team of volunteers and staff
- Ability to demonstrate and support staff to develop appropriate professional and social attitudes required for living in another country, and to manage these aspects of volunteers' behaviour when required
- Proficiency in Microsoft Office, particularly Word, Excel and PowerPoint
- Excellent problem solving and analytical skills, with demonstrable ability in gathering and assimilating facts and data from various sources
- Experience of living and working in a least developed country with the ability and desire to work with teams from different economic and cultural backgrounds and across multiple language barriers

## Application Procedure

Interested applicants should send a CV and covering letter in English outlining why they wish to take up this position and how their skills and experience match the requirements in the job description criteria to SEED Madagascar Operations and Administration officer, Conrad Wormald at conrad.wormald@seedmadagascar.org.

Please note: AI generated cover letters and recruitment exercises will not be processed.

We value concise and focused applications. To help us review all submissions efficiently, please limit your **CV to a maximum of four pages**. Unfortunately, longer CVs cannot be considered.

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**Application Deadline: Monday 23rd February at 23:59 GMT**. Applications will be reviewed on an ongoing basis throughout this period.

Candidates will complete an exercise, long-listed applicants will have an initial informal interview with Madagascar based staff and short-listed applicants will then be offered an interview with the London team.

SEED Madagascar actively encourages equality, diversity, and inclusion in the workplace and aims to create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, where individual differences and the contributions of all staff are recognised and valued.

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