



seed **madagascar**
sustainable environment, education & development

Programmes Manager - Conservation and Rural Livelihoods (Madagascar)

SEED Madagascar is a medium-sized international NGO seeking a driven and enthusiastic Programmes Manager to help shape and deliver our conservation and rural livelihoods programmes in Madagascar. This is a unique opportunity to take on real responsibility early in your career, working at the heart of an organisation that combines hands-on community impact with evidence-led programming.

This role is ideal for an early-career development professional with two to four years' experience who is ready to step into managing people, projects and partnerships. You will work closely with a diverse team of national and international colleagues, taking the lead on programme design, grant writing, reporting and evaluation, and playing a key role in strengthening and growing SEED's work.

To succeed in this role, you will need proven experience in grant writing, a strong understanding of conservation and rural livelihoods programming, and the ability to work confidently to a high standard in written and spoken English. These skills are essential and candidates will need to have these to be considered for this post.

SEED Madagascar is a British charity working in long-term partnership with communities in the southeast of Madagascar. Our integrated approach brings together community health, WASH, rural livelihoods, education and conservation to support sustainable, locally led change. Alongside implementation, we place strong emphasis on learning, research and publication—ensuring that the work you help lead in Madagascar contributes to international best practice and your own professional development.

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

Duties and Responsibilities

Project Development

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

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 conservation and sustainable livelihoods programmes
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 conservation and sustainable livelihoods programmes 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 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 Interns, 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 Managers when required during a period of leave and absences.

Required skills & experience:

Essential

- At least a first degree-level qualification or equivalent experience in Conservation, sustainable livelihood development, or related discipline
- Sound knowledge of international development frameworks and contemporary global issues facing least developed countries
- Sound knowledge of and interest in conservation issues and approaches in least developed countries
- Minimum of 2 years' experience of conservation or livelihoods projects in a developing context
- Minimum of 3 years' experience in grant writing and proven record of success.
- 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, Budgets 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
- 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, and to oversee the Project Development internship programme
- 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 developing 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 Director of Programmes and Operations, Lisa Bass by email on lisa@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.

Application Deadline: Monday 30th March 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.