

# PROGRAMS MANAGER IN MALAWI

## *Beyond Suncare Malawi*

**POSITION:** Programs Manager

**LOCATION:** Lilongwe, Malawi

**DURATION:** Full-time temporary 2 years contract, with 6 months of probation

**ACCOUNTABILITY:** The Programs Manager is a full-time position that reports directly to the Country Director

**EVALUATION AND TERM:** The Programs Managers' service will be evaluated annually or when the organization requires it.

### **BEYOND SUNACRE**

Beyond Suncare (BSC) is a leading organization providing skin cancer preventive services to Persons with Albinism (PWA) in sub-Saharan Africa. With the support of the leading chemical company BASF, Beyond Suncare is behind the development of the first sun cream specially designed for the prevention of skin cancer in PWA, UMOZI MAX, which is produced in local production units, is distributed to the most remote areas through of mobile clinics, health centres, schools, and local platforms.

Beyond Suncare works in institutional strengthening and social innovation, building the capacity of health workers so they can provide high-quality services to PWA while ensuring the provision of education and awareness of users and their families, promoting their inclusion in society through dignified care that helps raise their self-esteem and fend for themselves.

### **PURPOSE**

The Programs Manager (PM) will lead strategic and operational responsibility for Beyond Suncare's programs. The PM is responsible for program management, from design through to implementation, ensuring schedules are met and systems and processes are effective to deliver high-quality programming.

The PM models and ensures the systematic practice of BSC values and new ways of working by fostering innovation, helping to build effective teams, coalitions, and networks, and encouraging ongoing staff development to motivate and strengthen the organization's resilience in the face of change. The PM promotes gender equality and diversity among Country Office staff and in programming and will always work and act with full integrity and transparency.

## **RESPONSIBILITIES AND TASKS**

### **1. Programme Management Implementation**

- Lead the preparation and implementation of the program-based work plans, and M&E indicators in accordance with Beyond Suncare and donor guidelines to ensure and guarantee effective program activities delivery.
- Monitor and oversee the day-to-day implementation of the programs and projects to ensure compliance with the agreed work plans and that program objectives and targets are being realized in line with the funding proposals.
- Ensure that all staff, partners, and stakeholders implementing Beyond Suncare projects have clear understanding of Beyond Suncare's mission, vision values, goals, priorities, and policies and that these are reflected in program implementation.
- Initiate and develop alternative mechanisms for optimal implementation, management, monitoring, and evaluation of program activities such as Standard Operating Procedures, logical frameworks, and work plans.
- Provision of regular operations and implementation updates on program progress and challenges to allow for timely interventions and corrective actions by management.

### **2. Programme Initiation and Development**

- Work closely with the Country Director in the design and development of new funding proposals and concepts by providing information and technical inputs to the plans, budgets and M&E indicators, including requests for existing project extensions as may be necessary.
- Take lead in undertaking participatory assessments, surveys and planning new projects and initiatives as may be appropriate including conducting relevant research, proposal writing and programme documentations.
- Lead the development of the projects' monitoring and evaluation systems and indicators, timely and regularly measuring the results and impact of Beyond Suncare interventions from program delivery.
- Contribute to the development and revision of Beyond Suncare strategy, action plans and priorities in planning for future program by participating in PWA rights situational analysis, providing inputs and feedback on the country program strategy and thematic program plans

### **3. Programme Reporting**

- Responsible and accountable for the preparation of timely and high-quality progress and end-of-project narrative reports which are in accordance to the donor reporting schedule and formats.
- Organise and facilitate quarterly follow-ups and progress review meetings to address key performance issues from the reports.
- Preparation of the project close-out reports indicating follow-up actions on closed projects and managing the transfers of project deliverables such as documents, files, equipment and materials.
- Work hand in hand with the HQs programs management team to contribute to project reports to donors

#### 4. Project Monitoring, Reporting and Documentation

- Oversee the project monitoring to ensure information and reporting systems fulfil needs of Beyond Suncare, communities, partners, host government, donors and other stakeholders, in line with M&E standards.
- Ensure that the project has developed and implemented M&E plans, and that programme teams are capturing outcomes/results
- Regularly monitor project activities with the frequency and tools as reflected in the M&E plans
- Monitor and follow up with the Project Partners on the activities implemented to ensure that they are in line with the project design and planned project activities reflected in the Action Plan.
- Provide backup and direct technical support to all staff and partners.

#### **PROGRAMS MANAGER REQUIREMENTS**

- Bachelor's degree in business administration, management, organizational leadership, or relevant discipline. Master's degree is preferred.
- Strong leadership skills
- Knowledge of financial management and internal controls in a development environment
- Experience in planning and implementing programs
- Sound understanding of disability and/or vulnerable group issues
- Excellent written and verbal communication skills in English and Chichewa.
- Experience in establishing strong collaborative networks to achieve greater impact
- Strong problem-solving skills
- Energetic, self-starter, and ability to undertake any tasks without intensive supervision
- Highly organized, efficient, and responsive
- Good planning and report-writing skills
- Hold a valid Malawian driver's license
- Proficient computer literacy skills (Word, Excel, and PowerPoint)

#### **HOW TO APPLY**

Please submit a cover letter and CV outlining your skills, qualifications, and relevant experience that makes you an ideal fit for the position. In addition, provide the name and contact information of two (2) professional references. The deadline for applying is May 18th, 2024. All applications must be sent via email to: [projects@beyondsuncare.org](mailto:projects@beyondsuncare.org) with the position title in the subject line.