



## **JOB DESCRIPTION FOR PROGRAM DIRECTOR**

### **HABITAT FOR HUMANITY UGANDA**

#### **Position Summary:**

Reporting to the National Director, The Program Director develops and manage the program team to achieve the aspirations of Habitat for Humanity Uganda Country Strategy through Program Development, Effective Coordination, consolidation, technical support and guidance by ensuring a cohesive team spirit and motivation to perform. The Programs Director manages and ensures resource mobilization, prioritization and allocation, work plan coherence to deliver the HFHU Country Strategy. This role is responsible for working with HFHU Partners and Allies to foster long-term relationships, to successfully deliver HFHU program strategy 2027.

As a member of HFHU Senior Management Team, The Program Director will be involved in the formulation and implementation of policies and procedures that guide all HFHU programs implementation. In addition, H/She will represent the organization at high-level internal and external forums. The Program Director reports directly to the National Director and closely collaborates with other members of the Senior Management Team.

#### **Essential Duties and Responsibilities:**

##### **Strategic Leadership and Representation (30%)**

- Provide overall strategic and technical leadership in the design, development, planning, budgeting and implementation of the Programme Strategy.
- Initiate, coordinate and lead HFHU programming, ensuring it delivers on HFH vision and objectives and championing the innovative ways of working envisioned in its strategy.
- Cultivate a culture of learning and innovation, ensuring that all projects capture and document lessons learned and best practices.
- Oversee and support grant compliance and donor reporting on grant-funded projects.
- Participate fully in the annual budget process, leading the programs budgeting process, and provide ongoing oversight and management of program budgets.
- Keep abreast with and contribute to HFH's global initiatives and trends.
- Provide thought leadership internally by establishing, evolving, and driving the execution of HFHU vision and priorities.
- Represent HFHU in key external platforms as appropriate or as may be delegated by ND.

### **Lead program development and delivery 40%**

- Ensure the delivery of the various programs with demonstrable impact and be accountable for overall programme quality and learning.
- Overseeing the design of tools and processes for quarterly reflections that ensure the team is making progress against priorities and organizational outcomes.
- Convene regular Grant Review Meetings to maintain the alignment of programme implementation and spending.
- Oversee the development of the programs and project improvement plans, to ensure effective and timely implementation of the projects and programs.
- Work closely with the ND and Preprogram team to identify opportunities for funding and access to different resources to ensure the financial sustainability of the country programme.
- Build and develop an approach to program quality, knowledge production and dissemination.
- Ensure good levels of partner engagement in programming through meeting Partners' needs in reporting, marketing, involvement in supporting the country strategy and making use of partner knowledge and subject expertise.

### **Resource Mobilization, Grants and Donor Relations Management (10%)**

- Participate in the development of fundraising strategy, identification of opportunities for funding and access to different resources required for the sustainability of the country programs.
- Coordinate program team in identification of areas requiring funding and engage the team in proposal design in line with HFHU's Programs strategic priorities and donor requirements
- Coordinate staff capacity building in resource mobilization
- Ensures that HFH Uganda is compliant with grant agreements and regulations (timely reporting, spending according to line items, etc.).
- Provide leadership and support to Resource Mobilization and Partnership's Coordinator to develop and sustain donor relationships.

### **People and team management and Safeguarding (10%)**

- Provide leadership support to staff performance management and capacity building; by ensuring timely appraisal, capacity gaps identification and support
- Encourage and promote empowering and collaborative leadership, effective management, and a culture of openness, innovation and accountability in line with HFH values
- Prioritize recruitment, management and development of staff with talents and skills aligned to HFH Uganda strategy.
- Embrace teamwork within and across the different units and management lines within the programs department while enhancing integration among the program departments and support functions.



- Create safeguarding awareness with project partners and ensure development and implementation of effective and usable community feedback mechanisms.
- Work closely with HR Manager in promoting a safe, inclusive and diverse work environment.
- Encourage open, honest conversations and feedback on safeguarding with all stakeholders.

#### **Compliance and Risk Management (10%)**

- Participate in the review and update of HFHU policies and procedures
- Implement all necessary policies and procedures to ensure that correct procedures are followed by program staff
- Monitors HFHU compliance with HFHI policies, standards and agreements and donor contractual agreements.
- Ensure all projects has risk management plan
- Identifies and escalates potential risks at projects, programs and organizational levels

#### **SKILLS, EXPERIENCE & KNOWLEDGE**

- a) Suitable candidates will hold a minimum qualification of Bachelors' degree or equivalent degree in a relevant field, such as Development studies, Project Management, civil engineering and/or social sciences, leadership and management from a recognized institution of learning. A relevant master's degree, Postgraduate training in financial management and project management will be an added advantage
- b) Minimum 10 years' experience in a similar role with a non-governmental organization.
- c) Understanding of housing issues in Uganda, particularly in relation to health & development. Technical knowledge in specific housing sectors is an asset.
- d) Demonstrated success in securing major grants and managing donor/partner relations in particular, institutional donors.
- e) Demonstrated knowledge in risk and financial management and fulfilling the oversight role of ensuring compliance with organizational policies, grants and key donor requirements.
- f) Excellent English language skills (written, reading and spoken).
- g) Proven experience including in-depth understanding of designing logical frameworks and theory of change for complex, multi-year projects and leading teams in formulating strategic and action plans
- h) Good understanding of monitoring and evaluation of programs and use of data for decision- making and improvement.
- i) Ability to implement vision, think strategically and solve problems creatively, exercise good judgement, champion positive change, prioritize workload and worth with minimal supervision.
- j) Computer literate, with strong knowledge of MS Office applications, spread sheets, database programs, and statistical software packages.
- k) Ugandan Nationals.



**Safeguarding:** HFHU requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.