



recruit:

Head of Program (Based in Antananarivo)

ADRA Madagascar is looking for an experienced Head of Programs to supervise a wide range of programs. Will be responsible for the delivery and overall success of each program and will supervise Country office Programs team and the head of Projects, report projects progress and performance to the Country office Administration.

Job Responsibilities:

Strategy, Governance, Program, Human Resource Management Perform other duties as assigned by the country director

Education and Experiences Requirements:

- Master's Degree in International Development, or field related (social work...).
- Essential: University Degree (BA, BSc) Computer skills (Word, Excel, PowerPoint).
- Desirable: MBA, or masters level degree in public health or related subject
- Minimum of 10 years work experience in a program management position with progressive responsibilities for an international NGO, including at least three years successful performance in a senior position.
- Strong experience in project grants management for large and complex projects, including project design, budget preparation, expenditure tracking, monitoring and evaluation, reporting, etc., for projects funded by multiple international donors including USAID and EU.
- Substantial experience with successful business development activities capturing significant public and private donor funding, including proposal coordination, proposal writing, and agreement negotiation.
- Excellent spoken and written French and English skills. Ability to effectively represent the Agency in a variety of public and private forums.
- Experience engaging partners and strengthening partnerships. Experience working with Church partners and more.
- Staff management experience and competencies that are conducive to fostering an open learning environment. Experience coaching and mentoring senior program staff.
- Experience and abilities in capacity strengthening - developing curricula and facilitating trainings.
- Experience in using MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information and budget management systems, and knowledge sharing networks.

Personal Skills

- Strategic approach, analytical, critical thinking and solving-problem skills, with capacity to see the big picture with open-mind, detail orientation and sharing vision capacity and ability to make adequate decisions under pressures.
- Strong relationship management abilities. Ability to relate to people at all levels, internally and externally. Strategic in applying tailored/adapted approaches to each/every relationship/situation.
- Team leadership abilities with diverse/multi-disciplinary and multi-cultural sensitive teams. Mentoring/Coaching skills
- Présentation and facilitation skills
- Proactive, resourceful, solutions oriented and results-oriented
- Fluency in spoken and written English and French

Travel Required

Up to 40% travel, including visits to 4-5 Projects within Madagascar, periodic visits to sub-Regional countries, Regional meetings, and workshops.

- To learn more, visit our website at www.adra.mg/jobs
- **NOTE: Applications will be accepted until the position is filled.**