

ROLE PURPOSE

Role Title: Senior Program Manager	Division: Program	Location: Rwanda	Date: March 12, 2025
Employment type: Permanent	Reports to: Rwanda Country Manager	Number of direct reports: 2-3	Leadership Band: Leads Other

Purpose of the role:

The **Senior Program Manager** is accountable for ensuring projects align with the Country Strategy and The Foundation's Strategic Framework. This role contributes to strategic planning, design, Monitoring & Evaluation and operational delivery, overseeing the Programs Department to ensure projects are coordinated and executed in line with both the Country Strategy and the Global Strategic Framework. The role will be a focal point for deepening The Foundation's local partnerships and ensuring the team uphold our Partnership Principles throughout our work.

The Senior Program Manager will own the outcomes of:

- Provide strategic leadership, effective management, and coordination of programs to ensure maximum impact and alignment with country, global strategies and partner priorities.
- Lead the development and design of new projects and collaborate with various FHF divisions to develop Project Design Documents, donor proposals, supporting resource mobilization efforts aligned with The Foundation's strategic direction.
- Lead the design, planning, implementation, and monitoring of integrated People-Centred Eye Care programs, ensuring GEDSI considerations, development effectiveness principles, research, and innovation for continuous learning, quality improvement, accountability, and evidence-based outcomes.
- Foster strong relationships with key stakeholders, including government, NGOs, and community organizations, and support advocacy for Health Systems Strengthening objectives.
- Lead on country monitoring, evaluation, and reporting, ensuring compliance with internal timelines, donor requirements, and governance standards as well as fostering a learning culture among the team.
- Manage the Rwanda project budgets to ensure efficient use of resources for maximum impact, while providing technical support and strategic direction to the Program team for successful project delivery and alignment with The Foundation's strategic direction.
- Provide strategic direction, supervision, and mentorship to program staff, fostering growth, development, and a culture of engagement and collaboration, while identifying training opportunities to enhance the skills and capabilities of program staff and implementing partners.
- Perform additional tasks as requested by the Country Manager.

Skills:

- Passion for driving change and taking on challenges
- Excellent co-ordination and communication skills.
- Highly developed Monitoring and Evaluation skills
- Computer literate: experience in database management, and use of Microsoft packages
- Ability to work with minimum supervision, high level of autonomy and flexibility
- Excellent analytical and problem-solving skill
- Excellent written and spoken skill in English

Essential Experience:

- Extensive experience in senior management and high-level leadership.
- Experience leading project cycle management – from design to evaluation, to ensure quality and impactful programs.
- Experience in mainstreaming GEDSI within international development programming.
- Experience in local partner capacity building in project cycle management
- Significant progressive work experience, preferably in the development sector with a local or international development organization.
- Experience in high level advocacy and dealing with a variety of Government ministries, local and international donor organizations, and other partners.
- Understanding of trends and standards in development work in Rwanda and wide knowledge in development and health concepts
- Working across cultural environments

Qualifications:

Relevant Master's degree (e.g., Health Management, International / Community Development, Public Administration, Sociology, Public health).

Travel:

Yes, both internationally and domestically.

Desirable Experience:

- Experience in international development and health sector i.e. non-communicable disease management.
- Advanced degree would be an advantage
- Previous experience at the Senior Manager level.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect

This position does involve "Working with Children" either direct or indirect