

Job description

Job title	Programme and Partner Support Manager		
Department/Team	Programmes/Rwanda Country Programme		
Job Family	PDD – Programme Delivery, Partnerships and Development	Job Code	PDD008
Reporting to	Country Director		
No. of direct reports	Project Coordinator/Manager	Budget holder responsibility	Yes
Location	Head Office, Rwanda-Kigali		
Grade	8		

Contract type	Permanent	Hours	40 hours per week
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Role purpose

This role provides both strategic and operational leadership of design, implementation and continuous monitoring of all Projects in the Rwanda Country Programme. The role will also ensure that the programme aligns with government policies, national development plans and Ripple Effect's strategic aims. The role ensures timely delivery of donor funded projects and provides high technical oversight. Ensuring the local programme delivers high quality results that address requirements of government, communities, donors, supporters and other relevant stakeholders.

Key responsibilities

Strategic planning and policy development	<ul style="list-style-type: none"> ▪ Actively participate in the formulation of organisational policies, strategic plans, and guidelines, ensuring alignment with Ripple Effect's values, mission, and long-term goals. ▪ Provide strategic guidance and oversight to fieldwork activities, ensuring alignment with thematic priorities such as farm systems, gender and social inclusion, and enterprise development. ▪ Provides periodic country strategy review in collaboration with thematic teams, M&E, country staff and other stakeholders in the organisation
Programme development and implementation	<ul style="list-style-type: none"> ▪ Ensure that local programmes are developed and implemented in accordance with Ripple Effect's 10-year strategy, focusing on long-term impact and sustainability. ▪ Lead efforts to design programmes that are adequately planned, resourced, and implemented to meet agreed timelines and standards. ▪ Identify opportunities for programme growth, innovation, and strategic expansion, while proactively pursuing new funding

	opportunities to scale successful approaches and maximise programme impact.
Team leadership and management	<ul style="list-style-type: none"> ▪ Ensure that all programme staff at the Country Programme Office (CPO) and project levels possess the required competency levels and commitment to drive anticipated changes at the family and community levels. ▪ Develop and implement plans for staff capacity building through training, coaching, and other forms of support to enhance performance and efficiency.
Partnership management	<ul style="list-style-type: none"> ▪ Lead in managing relationships with existing project implementing partners, providing them with technical support and capacity building as needed. ▪ Lead efforts to identify potential new project implementing and collaborating partners, ensuring alignment with Ripple Effect’s goals and values.
Financial management and reporting	<ul style="list-style-type: none"> ▪ Ensure that projects and programmes are appropriately budgeted, including full cost recovery, and that budgets are effectively managed, monitored, and reported. ▪ Develop and implement effective reporting systems for all projects and the overall programme, ensuring timely dissemination of information to stakeholders and relevant development actors ▪ Ensure the effective, efficient, and accountable use of programme finances, assets, and resources, promoting value for money while maintaining compliance with organisational and donor requirements.
Fundraising and proposal development	<ul style="list-style-type: none"> ▪ Establish and manage an effective fundraising system to generate sufficient resources for Ripple Effect programmes, both within and outside the country, in line with the organisation’s plans and long-term strategy ▪ Ensure that attention is given to call-for-proposals for funding opportunities in line with organisational values, and that proposals comply with requirements of government initiatives and major donors.
Capacity building and training	<ul style="list-style-type: none"> ▪ Develop and implement a capacity building plan for programme staff to enhance their skills and competencies, ensuring improved and sustainable capacities at the community level. ▪ Ensure that Peer Farmer Trainers (PFTs), Community Volunteers (CVs), and Government Development Agents (DAs) receive adequate training to adopt Ripple Effect technologies and development approaches for sustainable impact.
Monitoring, evaluation, and learning	<ul style="list-style-type: none"> ▪ Ensure the development of robust M&E and learning plans for Ripple Effect’s local programmes, facilitating constant improvement and sharing of lessons learned. ▪ Ensure the timely preparation and submission of high-quality periodic programme reports, and present progress, achievements, challenges, and key insights to relevant internal teams and management for informed decision-making. Implement efficient and effective M&E tools and systems to gauge programme quality in line with stakeholder demands,

	<p>including families, communities, government entities, donors, supporters, and other Ripple Effect entities.</p> <ul style="list-style-type: none"> ▪ Support teams to document, share, and apply best practices, lessons learned, and innovative approaches to promote cross-organisational learning and continuous programme improvement.
Quality assurance and standards	<ul style="list-style-type: none"> ▪ Work with Thematic Coordinators to develop quality standards for Ripple Effect programmes in respective countries, ensuring consistency and alignment with organisational goals. Ensure implementation and continuous improvement. ▪ Ensure a quality grant management system is in place to address donor requirements at all levels and for all projects, maintaining transparency and accountability.
Networking and communication	<ul style="list-style-type: none"> ▪ Develop and maintain vertical and horizontal programme contacts and relevant networks with project participants, local government, Ripple Effect entities, and other stakeholders. ▪ Act as a deputy for the Country Director as and when required, representing the organisation effectively in various contexts and decision-making processes.
Other duties	<ul style="list-style-type: none"> ▪ Ensure compliance with Ripple Effect policies and all relevant legislation. ▪ Act at all times according to Ripple Effect’s values and in support of its Africa Forward Together approach. ▪ To undertake other duties of a similar nature as reasonably required by the line manager.

Safeguarding

At Ripple Effect, we are committed to creating a safe and rewarding environment for all of our people, including staff, participants, partners, volunteers, children, and vulnerable adults. It is a shared responsibility to ensure that everyone is treated properly and protected from harm, exploitation, and abuse. To fulfil this commitment, we have established a robust Safeguarding Policy that everyone working with us is expected to follow, along with a confidential whistle-blowing procedure that allows individuals to raise any concerns they may have.

Person specification

Qualifications

Essential:

- Bsc, or MSc in Agriculture, Animal Science, Development studies, Rural Economics, Social science, Business Administration or related fields from a recognised University
- At least 7 years of progressively responsible experience in program management within international development sector

Experience and knowledge

Essential:

- Strong relevant experience in programme development and management.
- Strong experience in designing and planning impactful and sustainable projects.
- Experience in organising and conducting trainings, meetings, and workshops at different levels.
- Experience in programme monitoring, reviewing, and evaluating to learn from practice.
- Understanding of donor financial requirements and grant compliance management.
- Experience in providing advice to partner organisations and reviewing project information prepared by partners.

Skills and attributes

Essential:

- Strong experience in the design and planning of impactful and sustainable projects.
- Effective report writing skills.
- Proficiency in project proposal and budget development.
- Ability to establish credibility quickly and maintain supportive relationships with staff, partners, and stakeholders.
- Ability to identify funding opportunities and make effective use of resources.
- Excellent communication and interpersonal skills to work across cultures and religions.
- Proficiency in appropriate languages, including written and spoken English and the local language.
- Proficiency in reporting and public relations skills.
- Visionary with the ability to prioritise and plan accordingly.
- Experience in developing people through supporting, motivating, coaching, and mentoring staff with diverse backgrounds.
- Ability to work within the policies of the organisation and compliance with relevant legislation and best practices.
- Self-motivated and professional.
- A team leader, builder, and developer.
- Broad, mature, and strategic thinker with attention to detail.
- Commitment to Ripple Effect's mission.
- Commitment to uphold our values of integrity, accountability and compassion.
- Respect for Ripple Effect's Christian background and ethos.

Equal opportunities

Ripple Effect is dedicated to fostering an inclusive environment, and we welcome applications from all individuals, embracing diversity in all its forms.