

Programme Development

9. To ensure that adequate assessments are carried out in accordance with good working practice.
10. To ensure that a comprehensive monitoring, evaluation and lessons learning system, including external third party M&E is in place.
11. To build and maintain positive and professional relationships with existing and potential partners. To identify areas for capacity building with partners such as, organisational management, gender mainstreaming, human resource management, financial management, governance, etc.
12. To support operational activities of programme staff and provide strategic input to solve problems and resolve conflict.
13. To ensure CHS (Core Humanitarian Standard) principles of accountability and transparency are implemented and understood by all staff, and that all programmes are implemented with full participation of beneficiaries.
14. To ensure reports for donors, both financial and narrative, in accordance with donor requirements are submitted to the highest standard.
15. To actively communicate and work with local partners and communities on programme development, proposal articulation and report writing.
16. To maintain a regional brief regarding developments in surrounding countries and to participate in regional forums and meetings in line with organisation's regional plans.
17. To ensure that relationships are developed with government and partner agencies at all levels to enable the appropriate development of the programme.

Fundraising

18. To secure funding in order to enable programme growth and sustainability.
19. To seek new funding opportunities through in-country and external relationship building including with bilateral and multilateral development partners, embassies and high-net individuals.
20. To ensure new funding agreements which place an obligation on MA-UK to provide goods, services or cash are approved by HQ before these are signed.
21. To ensure continued funding for the programmes through well-researched proposal preparation and clear operational plans.

Management, Support and Development

22. To line manage the country team and the work in the country which includes: staff, budgets, funding (both institutional and local) and ensure programme delivery in accordance with all policies and procedures.
23. To encourage staff engagement and commitment, the running of the programmes through regular meetings, visits and a transparent approach to decision making.
24. Provide regular one to ones to the relevant employees, ensuring that you adhere to MA's annual appraisal "PACE" framework.
25. To ensure the design and implementation of the operational structure and staffing requirements for the effective implementation of MA-UK's activities.
26. To manage a portfolio consisting of multiple projects.
27. To ensure staff are recruited and inducted according to in-country guidelines policy and procedures.
28. To ensure all policies, guidance notes and procedures including handbook for national staff implemented on a regular basis.
29. To ensure that all staff have well defined and understand contracts and job descriptions.
30. To be responsible for talent management and development of MA-UK staff.