

WE ARE HIRING.

Program Director

Vacant Position: Program Director (1)

Reporting to: Executive Director

Duty station: Moshi, Tanzania

Floresta is a Christian NGO that works to reverse poverty and deforestation in Tanzania by transforming the lives of the rural poor. We work directly with communities to create economic opportunities through village savings and loan associations, micro-enterprise, implementing sustainable agriculture programs, and encouraging spiritual renewal.

Job Summary

The program director is the critical link between the Management and the program in the field, is responsible to keep progress moving so that Floresta achieves its targets. He(s) is responsible for ensuring effective communication in both directions so that priorities are clear and program flourishes. He(s) is responsible to facilitate tasks such as creative program management, problem solving, planning, monitoring and reporting.

Performance Management

The Executive Director shall set annual performance objectives for the Program director regarding strategy execution and program management including twice yearly review. Floresta management team requires accurate weekly, monthly and quarterly updates from the field, it is the responsibility of the program Director to make sure this requirement is attained timely. In this way, the Program Director's performance is judged.

Key Duties and Responsibilities.

Program Director's position is the second highest position in an organization responsible for managing organization's program. This may include delegating and directing agendas and providing supportive supervision to program coordinators.

There may be other roles and responsibilities that arise beyond what is written here and as Program Director, you shall be responsible to complete all tasks necessary to lead the program team even if not specified in the job description.

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Essential Duties and Responsibilities

A. Program Management 35%

- a) Provide transformative leadership in development and implementation of the Monthly Work Plans, guiding the program coordinators and field teams in execution of monthly plans, meetings and Budgets, as well as Monitoring and Evaluation of those plans.
- b) Ensure staff have annual performance targets, which are timely developed and frequently checked to ascertain progress.
- c) Work hand in hand with the MEL Manager to ensure SMART monitoring and evaluation of program activities, and that, timely feedback is delivered and implemented.
- d) Conduct regular field visits and communicate frequently with the executive Director about program progress, identified challenges and ensure achievement of agreed deliverables.
- e) Responsible to proactively take disciplinary measures when necessary, according to agreed performance standards
- f) Work with the Executive Director to develop appropriate systems for managing the program through different stages of its growth.
- g) Empower program coordinators to exercise their own initiative and function with a high level of independence and professionalism.
- h) Mentor and grow a young, but capable team.

B. Performance Management 35%

- a) Ensure program coordinator's plans are well prepared and executed.
- b) Make a close follow up to ensure program coordinators comply with Floresta policy and standards.
- c) Ensure performance expectations are clearly communicated in the form of targets: annual, quarterly and multi-year where appropriate and ensure that they are met
- d) Ensure staff Performance is monitored and variance between actual achievements and projected targets is justified
- e) Ensuring that staff PA is conducted timely as per agreed schedule, and that PA report is shared to the Executive Director timely.
- f) Ensure documented performance review including face to face discussion and review of JD as well as professional development opportunities where appropriate
- g) Ensuring that all scheduled organizational meetings are conducted as per schedule, minutes are properly written and deliberations are properly implemented.

C. Financial Management 10%

- a) Ensure Financial resources are properly utilized for the intended goal
- b) Ensuring that requisitions are approved according to the budgetary line item and that burning rate is properly monitored on a monthly basis to keep the variance within +/- 10%
- c) Work with the Finance and Admin Manager to ensure staff clear their monthly imprest timely before taking another imprest.

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D. Fundraising/Resource Mobilization (10% of time).

- a) Understand the mission and vision of Floresta Tanzania and be able to communicate it clearly.
- b) Identify funding opportunities that support the vision and mission.
- c) Work with SMT to write proposals.
- d) Develop strong professional contracts.

E. Reporting 10%

- a) The Program Director is responsible to provide updates about program progress to the management using IPAM, he(s) is expected to do so on a monthly basis.
- b) Is responsible to answer any questions asked by the management about the program progress at any point in time.
- c) Shall ensure that, the team collect high quality data and process them into high quality reports (success stories, monthly reports, highlights, pictures, etc.)
- d) Review report and timely submit them to the supervisor according to agreed deadline.

F. Qualifications and skills

Degree Level	Master's degree in Sustainable agriculture and management of Natural resources /horticulture/ agribusiness, program/project management, or a related field from an accredited university.
Experience	<ul style="list-style-type: none"> a) At least seven (7) years of demonstrated experience in a management position in a development program context. b) Experience in leading large and complex programs is required. c) Good knowledge of planning, budgeting, managing, monitoring and coordinating projects and demonstrated result-oriented experience, and experience in working with donor funded project and requirements
Key Skills	Team building, Strong communication, fluency in English and Swahili, negotiation, presentation, management, and leadership skills, flexible, creative and strong analytical computer skills

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G. Remuneration

The successful candidate will be remunerated according to the Floresta salary scales, and in alignment with the candidate's qualifications and professional experience. Other benefits include health insurance for the candidate, and telephone credit allowance and housing allowance.

H. Application Procedure

Interested and suitably qualified individuals should send their applications enclosing detailed;

- Application letter
- Curriculum vitae
- Copies of qualification certificates

All applications should be sent through the following email: **info@floresta.co.tz** copy to **admin@floresta.co.tz** before **31st July 2023** or through **Postal Address, 7764, Moshi**. Any application after the deadline will not be considered. Only shortlisted candidates will be notified.

The cover letter to be addressed to;

Executive Director,
Floresta,
P.O.Box 7764,
Moshi, Kilimanjaro,
Tanzania.

Please Note:

Floresta is an equal opportunity employer that welcomes all qualified candidates to apply for the open positions. Floresta is committed to creating a diverse and inclusive workplace where all employees feel valued and respected.