

WORLD VISION GLOBAL TEMPLATE
JOB DESCRIPTION & POSITION DESCRIPTION QUESTIONNAIRE (JDPDQ)

**All vacancy information and sections in red must be completed thoroughly.*

Is this for a new vacancy or revised JD for incumbent? If there are no changes in the Vacancy Information section, you do not need to complete the section.

New Vacancy Revision

VACANCY INFORMATION

Today's Date:	23 Feb 2018	Vacancy Type ID:	NO/SO Department - IA Recruitment	Earliest Budgeted Start Date:	2 July 2018
Job/Job Title:	Programmes Director				
Hiring Manager (HM) Name:	Liz Satow	Hiring Manager Title:	National Director		
Work Unit ID: Please consult with your Business Partner/local P&C.		Where the country of the position is to be located: Please consult with your Business Partner/local P&C.	Kathmandu, Nepal		
Contract Type:	International I	Employee Type:	Fixed term, Full-time		
Contract Duration:	1-2 Years	Cost Centre:	N1201		
Vacancy Details:	Development (Field or Office)	History of Position:	Replacement		
Staffing Specialist/Recruiter/P&C Representative:	Joy Empalmado & Sarah Williams	Application Deadline Date:	02 April 2018		
Hay Job ID:		Hay Grade:	18		
TO BE COMPLETED AND RETURNED TO HIRING MANAGER BY P&C ONLY AFTER GRADING:					
JEM Job Code	OP Job Title	OP Job Code	Date Job Evaluated		
FLSA Classification (US Only) <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		Local Labour Classifications (Non-US)			

Section I – JOB DESCRIPTION/ PUBLICATION TEXT
PURPOSE OF POSITION

This *Purpose of Position* will be used in the WVI or local Careers site, and if applicable, advertisements. Please describe the role in 2-3 concise sentences. Focus on the core of what this role is supposed to

achieve. Describe the purpose of this position and how this position contributes to achieving department objectives and the management and performance of others.

The purpose of this position is to provide strategic leadership to World Vision International Nepal's (WVIN) technical programmes, to ensure the organisation delivers on its strategic goals to work with the most vulnerable children and families. You will manage a team of technical experts to ensure the quality of programme design, as well as oversee the expansion of a diversified funding portfolio through the Resource Development Unit. As a member of the Senior Leadership Team, you will provide valuable input in to WVIN's strategy and objectives.

MAJOR RESPONSIBILITIES

List statements describing the final results of this position and method of accomplishments, and how results/performance are reviewed and measured. Begin with the most important accountabilities.

% Time	Major Activities	End Results Expected
25%	Organisational Leadership	<ul style="list-style-type: none"> • Active participation in Senior Leadership Team • Support strategy development and implementation, ensuring it is fit for purpose to pursue diversified funding opportunities, responding to the Nepal landscape, and reflecting the needs of the most vulnerable • Provide overall leadership to the Programmes Department
25%	Programme Design	<ul style="list-style-type: none"> • Design results-based innovative development programmes that reach the most vulnerable children and families • Improve the quality of programme designs through technical rigor • Analysis of monitoring for continuous improvement • Oversee technical programme design and performance to deliver on WVIN ministry targets, and reporting on sector achievements
25%	Grant Acquisition and Management (GAM)	<ul style="list-style-type: none"> • Diversify WVIN's current funding portfolio through both institutional donor engagement, as well as private non-sponsorship opportunities • Preposition WVIN for grant opportunities • Oversee the design of high-quality winning proposals

		<ul style="list-style-type: none"> • Build partnerships with other INGOs for consortium • Formulate and deliver GAM strategy to increase the win rate
25%	External Engagement	<ul style="list-style-type: none"> • Represent WVIN at donor meetings to present evidence of impact in programming • Manage critical donor, corporate, peer and UN relationships and negotiate partnerships • Ensure Technical Managers are building relationships with government departments and other INGOs

KNOWLEDGE, SKILLS AND ABILITIES

List education, knowledge & skills, licenses preferred, and all experiences required to perform this position in a fully competent manner.

Minimum education, training and experience requirements to qualify for the position:

List academic requirements (if applicable), technical skills, or other knowledge required as a minimum qualification for this position.

1. Masters in International Development, or similar
2. Knowledge of good development approaches including the rights based approach and empowerment approach to development
3. Knowledge of the following sectors – education, health, livelihoods, child protection
4. Ability to design innovative projects as a part of an effective programme
5. Knowledge of DME processes/project management cycle
6. Knowledge of institutional donor requirements
7. Strong people management skills, with excellent interpersonal skills and an enabling style. Able to lead and manage a team of nationals and expatriates, and an ability to mentor staff.
8. Ability to work across departments with peers. Strong influencing, negotiating and collaboration skills.
9. Clear strategic thinking with excellent problem solving and analytical skills
10. Ability to work at both a strategic and a project level to resolve issues
11. Confidence to engage with senior leadership, donors and government representatives
12. Excellent written and verbal communication skills, including cross-cultural communication skills

List additional work experience required as a minimum qualification for this position.

1. At least 8 years' experience of working in international development programming including at least 2 years of working in an implementing country office
2. Experience of applying technical rigor to project designs
3. Practical experience of applying DME/project cycle management
4. Experience with government relations and networking with other international agencies
5. Experience in designing winning grant projects for a range of donors, and managing donor contracts
6. Experience leading teams in a cross-cultural environment

License, registration, or certification required to perform this position:

If applicable, include *language requirement(s)* as a minimum qualification for this position.

1.

Preferred Skills, Knowledge and Experience:

List *academic requirements, technical skills or other knowledge* preferred for this position.

1.

List additional *work experience* preferred for this position.

1. Experience working in a disaster response
2. Ability to develop, monitor and lead on relevant strategies

Work Environment

Include *travel & work environment details*.

Complete Travel and/or Work Environment statements if applicable.

- The position requires ability and willingness to travel domestically and internationally up to **15%** of the time.

CORE CAPABILITIES

While all 13 core capabilities are expected of the role, to help the recruiters conduct more effective screening and interviewing of prospective candidates, please select the level for which they will interview. Then, identify a maximum of 3-4 priority core capabilities that are the most critical for this position.

1. Select one level. For older versions of Microsoft Word, double-click the checkbox, and then click “Checked” in order to select the checkbox.

- Individual Level
- Leadership Level
- Organisational Level

2. Select 3-4 priority core capabilities that are the most critical for this position.

- Achieving quality results & service. Demonstrating Christ-centred life & work.
- Practising accountability & integrity. Learning for growth & development.
- Communicating information effectively. Maintaining work/life balance & effectiveness.
- Thinking clearly, deeply & broadly. Building collaborative relationships.
- Understanding the Humanitarian Industry. Practising gender & cultural diversity.
- Practising innovation & change. Influencing individuals & groups.
- Understanding World Vision’s mission & operations.

Section II - POSITION DESCRIPTION QUESTIONNAIRE

ORGANISATIONAL STRUCTURE

Attach organisation chart(s) of the department/division with this position indicated in the chart. Otherwise, create a chart below using position titles only.

- Organisation chart(s) are attached as separate document(s).
- Check if this position completes performance evaluation for all subordinates.
- Check if this position recommends hiring or termination of subordinate.

WORKING RELATIONSHIPS

List and describe all contacts (do not include your direct supervisor or subordinates) required in order to efficiently accomplish this position. Begin with the most important contacts. Be specific (e.g. UN leaders, strategic directors or subject matter experts from other NGOs, or other technical specialists from key arenas, etc.)

Contact (within WV or outside WV)	Reason for Contact	Frequency of Contact (Daily, Weekly, Monthly)
Institutional donors	Representing WVIN’s work to preposition for grant opportunities and solicit funding	Monthly

INGOs in Nepal	Building networks with other INGOs for the purpose of securing funding in consortium and brokering partnerships	Monthly
Government ministries	Support relationship development with different ministries in line with sector priorities	Quarterly
UN agencies	Representing WVIN's work to preposition for funding opportunities	Monthly
WV South-Asia Pacific Regional Office	Engage with Program and GAM colleagues in the Region for technical advice and support	Monthly
WV Global Centre – Technical Support Office (TSO) & GAM	Engage technical experts to support Nepal's programme design and capacity building	Monthly
Support Offices	Support Office engagement can include soliciting new funding, reporting back on existing projects, facilitating the Programme Support Team (PST) and hosting donor visits in-country.	Monthly
Monitoring, Evaluation, Accountability and Learning (MEALS) Department	Work closely with the MEALS department to ensure the monitoring and evaluation of programmes, and use this evidence to improve programme design and solicit funding.	Daily – Weekly
Public Engagement Department	Working together with the Public Engagement Department to grow relationships government ministries, to enhance WVIN's external profile and influence.	Daily – Weekly
Operations Department	Ensuring Technical Programmes are implemented through Field Operations, and all new programme designs can be effectively operationalised.	Daily – Weekly

FREEDOM TO ACT

Describe decision-making responsibilities this position may have that *do not require prior approval*. Specify what actions are necessary in order to facilitate the completion of the specific tasks and how it is reviewed.

Describe any decisions making *referred to higher authority or that are controlled by policy*. Indicate how assignment is given, by what method (verbal or written), by whom, how often, how work is evaluated, and type of guidance available.

Describe *the most common way* in which this position assign work and how it is reviewed. Indicate how assignment is given, by what method (verbal or written), by whom, how often, how work is evaluated, and type of guidance available.

As this role is at Director level, the position has a reasonable amount of autonomy to set direction for the department. However, input is given by the National Director and peers on the SLT. This position has to work cross-functionally with the SLT to achieve its objectives.

Major Challenges

Identify 2-3 of the most difficult problems this position might encounter. Distinguish between what is “typical” and what is “very challenging” and describe how these constraints/challenges can be resolved.

Challenge	Approach/Solutions
1. Positioning WVIN for funding opportunities with institutional donors.	Continuing to work with GAM team, Support Offices, and external stakeholders to identify potential opportunities for WVIN.
2. Ensuring the quality of reporting and technical project documents is at a high level	Working closely with Technical Programme Managers to review and ensure the quality of these documents.
3.	

Interpersonal Skills

Does this position require the ability to motivate, persuade, or convince others in order to achieve a desired outcomes or success? If so, provide 1-2 typical examples.

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- 1. Engaging with institutional donors to speak to the impact of WVIN’s work
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- 2. Influencing and negotiating across WVIN departments to achieve outcomes
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Financial Responsibility

Please describe any financial measures that may impact this position. For example, the value of purchases made by a purchasing manager, average monthly accounts receivable figures for the credit manager, etc.

-
1. Can approve purchases up to \$30,000 USD
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2. Reviewing project budgets for grant proposals
-

Comments

Please provide additional comments necessary to better understand this position and how it functions.

Prepared by

Name	Sarah Williams
Title	P&OD Director
Date	2 nd March 2018

ACKNOWLEDGEMENTS

I agree with the content of this document and that it is an accurate description of the position performed at a fully competent level.

Typed signature with email sent from manager can serve as proof of approval.

Manager's Signature	
Title	
Date Signed	

Reviewed by Business Partner or P&C Director

Typed signature with email sent from BP/P&C Director can serve as proof of approval.

Signature of Business Partner or P&C Director	
Date Signed	