

Program Director

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Company: Jobberman

Location: Abuja

Category: arts-design-entertainment-sports-and-media

Job Summary

The Programs Director will be responsible for developing and guiding the strategic vision of AROCSA and managing internal and external stakeholder relationships. The Program Director's ultimate mission is to build a strong continentwide network that ultimately changes the way in which researchers and practitioners in Civil Society engage meaningfully in Africa, making Civil Society relevant in Africa's Development.

Minimum Qualification: MBA / MSc

Experience Level: Senior level

Experience Length: 6-10 years

Responsibilities:

Programs: Design programs and events that are aligned with the organizational areas, and manage them through planning, documentation, and execution across the continent. The deliverables expected from handling programs will be Research & Publications, Annual Conference, Capacity Building and Events/Programs.

Research: Support members in their research activities, identify funding opportunities and

build partnerships with research institutes, and build strong training initiatives to improve members' research capacity.

Finance and AdministrationOversee financial management; ensure that funds are used efficiently, and reporting is done properly, with particular attention to reporting to the organization's advisory board. The deliverables for overseeing the finances and administration will be Finance & Accounting, Operations/Logistics, Recordkeeping and General Administration.

Fundraising:Align strategic program needs with forecasting and budgeting and set annual fundraising targets.

External Relations:Serve as the key spokesperson for the organization, articulate its values and mission with various audiences, and sustain aggressive membership expansion strategies, with annual targets for both institutional and individual memberships. The deliverables for external relations are Membership, Partnership Building, Public Relations and Funding & Mentoring Partner Relationships.

Organizational Development: Recruit and retain the best people and develop a healthy work environment to promote staff growth, well-being, and productivity.

Requirements

At least a postgraduate degree in the social sciences (preferably, a PhD).

At least 6 years of relevant/related work experience in a managerial capacity. Experience spanning various sectors is highly desirable.

Must recognize the multiple contexts in Africa, appreciate the changing dynamics and leverage diversity, building bridges across regions, academia and practice.

Experience in partnership building on a multi-national level is essential.

Must be able to manage the organization with the future in mind and anticipating contextual changes that may affect the vision and strategy.

Must demonstrate strong interpersonal skills in both informal and formal settings and must be able to engage effectively with multiple audiences for mutual benefit.

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