

act:onaid Job Description and Person Specification

Job Title:	COUNTRY PROGRAMME MANAGER		
Directorate:	Country Programme	Job Family:	Country Programme Manager
Reports to: (incl matrix reporting)	Head of Country Engagement and Transformation	Grade:	Grade G as per the national HR policy
Location:	Johannesburg, South Africa		
Direct Reports:	Finance and Admin Officer, Mining and Extractives Thematic Lead; Generation G Project Manager; Fundraising Manager.		
Job Role			
Role Overview:	<p>The Country Programme Manager is tasked with leading the organization in realizing its vision, mission, and strategic priorities. This role demands a strategic and dynamic leader with extensive expertise in development issues, particularly in fundraising, operations, finance, climate justice, Human Rights and women's rights. The Country Programme Manager will spearhead the transition to AASA's Satellite model, ensuring that all activities are aligned with ActionAid International's (AAI) strategies and governance standards. This leader will also build and maintain strong external relationships while safeguarding the organization's financial and operational integrity.</p>		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities		
Strategic Leadership and coordination	<ul style="list-style-type: none"> • Implement ActionAid SA vision, mission, Theory of Change, and principles and priorities aligning and contributing to AAI strategies. • Provide leadership in shaping ActionAid South Africa organizational strategic direction including transiting to the new Satellite model in all aspects of programme, team culture and performance, oversight of the implementation and timely risk mitigation. • Provide leadership on bigger continental and global policy influencing works with alliances and networks considering SA edges on BRICS, Anti-Apartheid movement, solidarity for Palestine Justice. • Provide strategic support to the national governance development in line with the federation governance vision, principles, and standards • Ensure communication strategy is followed with a sound relationship with media and stakeholders to manage the external impact of AA South Africa's initiatives • Represent ActionAid South Africa in a variety of forums and maintain external relationships within a diverse range of stakeholders • Steer the works of AA in accordance with sound management practices and ActionAid's development policies and accountability systems. • Steer delisting of AASA from high risk expediting the settlement of tax and audit back logs and coordinate the branch transfer to AAUK to enable the Membership Development of AASA to Associate/Affiliate level • Set and implement millstones in translating the country transformation with the agreed Satellite model of presence. 		

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<p>Strategic priorities.</p>	<p>1. Fundraising</p> <ul style="list-style-type: none"> • Leadership: Spearhead innovative fundraising, focusing on corporate, philanthropy, partnerships and individual giving for sustainable income. • Collaboration: Partner with the regional Business Development Advisor to secure funding for climate change, extractives, and women’s rights. • Compliance: Ensure grant compliance and meet donor expectations. <p>2. Climate Change and Just Transition</p> <ul style="list-style-type: none"> • Leadership: Lead climate change initiatives, focusing on Just Transition, extractives, and feminist alternatives. • Collaboration: Align with the Global Secretariat on climate, extractives, and women’s rights. • Leadership: Lead climate change initiatives, focusing on Just Transition, extractives, and feminist alternatives. • Collaboration: Align with the Global Secretariat on climate, extractives, and women’s rights. <p>3. Women’s Rights Programme</p> <ul style="list-style-type: none"> • Management: Oversee women’s rights programmes aligned with feminist principles. • Networking: Engage with local and global women’s rights movements. • Management: Oversee women’s rights programmes aligned with feminist principles. • Networking: Engage with local and global women’s rights movements. <p>4. Decolonization and Solidarity</p> <ul style="list-style-type: none"> • Initiative: Champion solidarity efforts, with a focus on Palestine and broader international influence. • Networking: Liaise with governments, INGOs, and local movements. • Transformation: Lead programme shifts through a decolonized and solidarity-focused lens. <p>5. Finance</p> <ul style="list-style-type: none"> • Integrity: Ensure financial sustainability by adhering to AASA’s financial management framework. • Planning: Oversee budgets, maintaining strong internal controls and accountability. • Risk Management: Implement strategies to identify and mitigate financial risks.
<p>Programme Management</p>	<ul style="list-style-type: none"> • Leadership and Oversight: Lead and direct AASA’s work, ensuring adherence to sound management practices and ActionAid’s development policies and accountability systems. • Integration with Fundraising: Ensure fundraising initiatives, including local individual giving, are closely linked to AASA’s programmes and their impact.

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	<ul style="list-style-type: none"> • Donor Project Management: Manage donor-funded projects effectively, meeting both AASA's and donor requirements. • Programme Transformation: Guide programme changes in alignment with strategic priorities. • Oversee Reporting: Project reporting, and donor communication are completed in a timely manner. • External Engagement: Maintain strong connections with local and national social movements to enhance programme relevance and effectiveness.
<p>Resource mobilisation</p>	<ul style="list-style-type: none"> • Innovative Fundraising: Develop and steer innovative fundraising strategies focusing on corporate, philanthropic, and partnership funding, as well as individual giving, to remain competitive in a changing funding landscape. • Grant Compliance: Ensure compliance with donor expectations and grant requirements for all funded projects. • Digital Fundraising: Leverage social media for digital fundraising, by utilizing the support from (GS) IG team, enhancing the promotion and visibility of AASA's work. • Regional Support: Utilize the Global Secretariat's (GS) Business Development Advisor (BDA) to support and enhance AASA's fundraising efforts. • Diversified Funding: Explore and establish new funding avenues and partnerships to diversify AASA's resource base and ensure financial sustainability. • Impact Reporting: Provide detailed reports on fundraising outcomes and their impact on AASA's programmes and strategic goals.
<p>Operations & Finance</p>	<ul style="list-style-type: none"> • Financial Sustainability: Ensure AASA's financial sustainability and integrity by adhering to ActionAid's Financial Management framework. • Budgeting and Planning: Prepare and oversee budgets and financial plans to control expenditure, manage resources effectively, and maintain efficient internal controls. • Reporting: Provide comprehensive progress and financial reports to the government, Board, donors, and other stakeholders, in line with accountability procedures. • Risk Management: Implement and oversee a robust risk identification and mitigation plan with Country Management Team (CMT) oversight. • Regional Support: Utilize the Global Secretariat's (GS) regional finance and shared services to enhance financial and operational management. • Compliance and Issues Resolution: Address outstanding organizational issues, including audits, tax matters, and statutory requirements, ensuring compliance with South African law and ActionAid policies. • Operational Efficiency: Streamline operations to support effective programme implementation and resource management, aligning with strategic priorities and organizational goals.

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<p>Values Practice & Strategy Change Priorities</p>	<ul style="list-style-type: none"> • Leading Innovation and Change: Foster a culture of excellence within the team, emphasizing experimentation and continuous improvement to drive innovation and adapt to changing contexts. • Feminist Leadership: Champion feminist leadership principles, including a strong commitment to diversity and inclusion across race, gender, and power dynamics. • AAI Values Practice: Uphold and model ActionAid International (AAI) values such as Mutual Respect, Equity and Justice, Integrity, Solidarity with marginalized communities, Courage of Conviction, Independence, and Humility. • Child Protection and Safeguarding: Embed comprehensive child protection and safeguarding practices across all initiatives, ensuring alignment with ActionAid’s and sector-wide standards. • Change Management: Demonstrate expertise in leading organizational and financial change management to achieve sustainability and align with strategic goals. • Global Campaigns: Ensure the effective delivery and contextualization of Global campaigns, working collaboratively with local social movements. • Country Transformation Model: Lead the implementation of AASA’s Country Transformation model in accordance with the Satellite model, ensuring strategic alignment and operational effectiveness. • Resource Utilization: Proactively leverage Global Secretariat (GS) human resources and infrastructure to support and enhance AASA’s initiatives and operations.
<p>People Management</p>	<ul style="list-style-type: none"> • Staff Recruitment and Development: Ensure effective recruitment, induction, appraisal, and remuneration practices to optimize the utilization and development of AASA’s human resources. • High-Caliber Recruitment: Recruit and appoint high-caliber staff, ensuring a gender-balanced workforce and making strategic investments in their development. • Performance Management: Implement robust performance management systems to set clear targets, provide regular feedback, and support staff development and career progression. • Diversity and Inclusion: Promote a culture of diversity and inclusion, ensuring that the workforce reflects a range of perspectives and experiences aligned with feminist and equity principles. • Team Building: Foster a collaborative and supportive team environment, encouraging shared leadership and solidarity within the Country Management Team (CMT) and across the organization. • Capacity Building: Identify and address training and development needs to enhance staff skills and capabilities, supporting AASA’s strategic priorities and operational goals.
<p>Servicing of the National Board</p>	<ul style="list-style-type: none"> • Regularly communicate with the Board Chair to update Board on strategic issues. • Facilitate with the existing board a membership development process for moving the country programme to associates and affiliates status
<p>Steering the Central Management Team (CMT)</p>	<ul style="list-style-type: none"> • Nurture a united Central Management Team working collectively to steer the organization to achieve strategic goals. • Provide leadership to management of CMT • Plan and facilitate platforms and events that encourage shared leadership and team building such as CMT retreat and solidarity events. • Set and ensure performance targets for CMT and other relevant staff are achieved.

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Other Duties	<ul style="list-style-type: none"> • Participate in decision-making at Senior Management Team meetings and explain key decisions and policies of AASA to staff. • Perform other functions that will be assigned by the Head of Country Engagement and the National Board
Typical People Management Responsibility	
Approximate number of people managed in total	5
Matrix Manager – (projects/dotted line)	Yes
Team Leader	Yes
Manager of Team Leaders/Managers	Yes
What is the global remit? Operates in:	
Own country	Yes
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
National Board & Country Senior Management Team	AA Platforms, Partner community, CBOs, NGOs, networks and alliances
Heads of Country Engagement and Transformation (AAI)	Donors, Government offices, media
Peer Country Directors	Peer international NGO leaders
GS staff	International donors, media
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • Degree in Management, Social Sciences or Gender studies any other related field. • Any other post graduate qualification is an added advantage
Experience	<ul style="list-style-type: none"> • 7 years of relevant experience, four years of which must be at management level leading a multi expertise staff in development work and women rights programmes • Demonstrated management expertise, including proven ability to lead multi-disciplinary professional teams. • Proven experience in managing financial control and management systems. • Demonstrated expertise in strategic and long term planning and the ability to ensure that operational plans and activities meet targets and appropriately reflect longer term perspectives. . • Proven experience of working and negotiating with CSOs networks and/or donors at all levels

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Essential knowledge & skills		<ul style="list-style-type: none"> • Sound and up to date knowledge of development concepts, methodologies • Demonstrated expertise and leadership in women rights with strong feminist leadership in at least one specialist development field. • Negotiation and communication skills with ability to negotiate on matters affecting ActionAid's South Africa country programmes. • Proficiency in English and a familiarity with the context of the country as it affects development strategies. • Strong management skills and basic fund-raising skills • Good analytical/Problem solving, and management of crisis, conflict and risk
Competency Profile		
Leading organisation	Strategic perspective	Demonstrate alignment of the Organisation's strategic priorities and goals.
	Change management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment.
Leading others	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborative Relationship	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leading self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities