



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG



Fixed term contract: Twende Mbele Programme Manager

Application Deadline 30 May 2022

Location: South Africa/Remote

Introduction

Twende Mbele is a partnership among African countries collaborating to develop and implement monitoring and evaluation (M&E) systems that improve government performance and accountability to citizens. Through this network, Twende Mbele partner countries share their experiences on how M&E systems are more efficient at all levels and how they can strengthen government performance.

The Twende Mbele programme currently involves six core country partners (Benin, South Africa, Ghana, Uganda, Niger and Kenya), with two regional evaluation capacity development partners (CLEAR Anglophone Africa and IDEV at the African Development Bank). Eight other countries actively form part of the wider learning network. The Programme has been supported by various bi-lateral and philanthropic organisations, and it hosted by the University of Witwatersrand.

In order to fulfil this mandate and effectively implement the planned activities, Twende Mbele is recruiting for the role of Programme Manager. We are looking for a motivated programme manager with experience in monitoring and evaluation capacity development to lead our peer learning agenda and oversee the sustainability of the program.

Purpose

The main purpose of this role is to provide programme management of Twende Mbele, which aims to build African M&E practice through networking building, peer learning, and common development of M&E systems and tools as defined by the partners.

Key Tasks and Duties

The Programme Manager reports to both a Management Committee and to the Director of CLEAR AA for pre-defined governance, content and operational aspects.

As the programme lead, the Programme Manager will be responsible for oversight and managing team deliverables, in line Management Committee expectations. Additionally, the Programme Manager will,

- Liaise effectively and build strong trust relationships on the Twende Mbele Programme with African government partners, and members of the management committees.
- Develop and nurture networks, external and internal partnerships and with clients across Africa and internationally.
- Undertake programme management for Twende Mbele Programme, including organising management committee and other meetings, planning, and supporting activities of the programme.
- Report writing that captures both descriptive and analytical components of project progress, for a variety of audiences, including as part of Twende's donor reporting requirements.
- Maintain M&E systems for Twende programme management which promote knowledge sharing and lesson learning as well as donor reporting requirements.

- Organise effective learning events, exchanges and study tours for Twende Mbele and for the network more generally.
- Manage research contracts (and other contracts) undertaken as part of Twende.
- Plan and manage communication activities including overseeing Communications Coordinator and managing learning systems.
- Follow administrative processes and procedures of the Centre, the University, and donors for the Twende Mbele Programme.
- Work with Fundraiser to implement a Resource Mobilisation Strategy.
- Complying with requirements such as corporate governance, health and safety, data protection and equalities.
- Support cross-functional working by sharing and building on learning, ideas and best practice.

Competencies

Selection will be based on proven experience, qualifications and ability to deliver in a timely and efficient manner. Minimum qualifications and experience of the person will include:

- Eight years of experience; Specific experience in program management, ability to manage complex reporting requirements and budgeting systems as well as manage international workshops.
- Demonstrated track-record of successful project management, ideally in a donor environment with strong logistical planning capabilities and financial management skills
- Experience of working with government and an understanding of how government operates, preferably in more than one African country
- Strong technical knowledge of M&E system development
- Be passionate about development
- Have experience of programme communication for learning
- Excellent written and verbal communication skills (fluency in English).
- Ability to communicate in French would be an asset
- The ability to work under pressure and to deadlines
- Willingness to travel both locally and internationally when required

Management

This is currently a fixed-term contract appointment through Wits Enterprise, and with collaborative governance through the Centre for Learning on Evaluation and Results Anglophone Africa (CLEAR-AA), located in the University of Witwatersrand, Johannesburg. The contract will be a fixed-term contract until March 2024, renewal dependent on funding. The position is a remote working position.

Salary range will be R860 000 – R940 000, dependent on skills and experience.

Application Timelines

Those wishing to apply for the role should email their CV, a one-page motivation letter outlining how they address the competencies above, and an example of previous writing work (eg. report, learning brief etc). Applications can be emailed to Amanda.deuchars@wits.ac.za by COB 30th May 2022.

Shortlisted applicants will be invited to a video interview and to complete a task. Only shortlisted applicants will be contacted.