

Christian Reformed Church in North America (CRCNA)

World Renew Position Description

Position Title: Program Consultant
Department: Southern Africa Ministry Team (SAMT)
Reports to: Southern Africa Ministry Team Leader
Status: Full-time, exempt
Salary Level: 12

PURPOSE:

This position will be based in Lilongwe, Malawi and will contribute to the development of World Renew's strategy in Mozambique and to the overall strategy, policies and functioning of the Southern Africa Ministry Team. The position will consult with partner organizations on program quality, implementation and management; as well as organizational governance strategy, and resource development. This position will also contribute to World Renew's constituency development priorities including reporting and communicating with donors. All work will be done by working closely with World Renew staff in the region and by networking with the relevant home office teams and/or staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Organizational Development - Provide Consultation, Accountability and Advisory Services to one to four partner organizations. This includes:
 - a) Providing oversight and improving accountability systems for external donor funds
 - b) Improving organizational effectiveness and relevance in the areas of project management, budgeting and financial management, human resource management, and board governance
 - c) Enhancing partner capacity to build and strengthen local ownership and relate with local constituency
 - d) Increasing organizational sustainability by encouraging a combination of internal and external resource development
 - e) Assisting in the development of quality, locally-initiated plans and budgets
 - f) Ensuring quality financial and program reporting
 - g) Negotiating partnership agreements and annual Memorandums of Understandings (MOUs) with local partners
 - h) Reporting semi-annually on progress achieved on organizational development objectives with partners
2. Program Development - Work together with partners to:
 - a) Assess community priorities, needs and opportunities prior to initiating new programs
 - b) Ensure accountability of program results to both donors and the communities we serve through monitoring of performance indicators and assessment of impacts using participatory, gender sensitive methods
 - c) Enhance relevance and effectiveness of program activities
 - d) Implement and improve quality of community development programs
 - e) Implement and improve community-driven development strategy
 - f) Provide sector specific capacity development when and where relevant
3. Resource Development and Retention
 - a) Collaborate with the Grants Sub-Team, CORE team and the International Disaster Response Team as needed to develop proposals for grant-making institutions, churches and donors, and report on results achieved through program funded by these sources
 - b) In cooperation with the CORE team, communicate with individual donors and supporting churches to raise resources for community development programs
 - c) Develop appropriate budgets for both program and field activities
 - d) Ensure reporting of results in a manner that meets the needs of all stakeholders in the partnership
 - e) Build relationships, communication and submission of reports with existing institutional donors as per existing agreements
 - f) Build new relationships with potential donors
4. Administration
 - a) Collaborate with the SAMT Finance Manager to ensure monthly reporting of program finances for the Mozambique programs
 - b) Ensure awareness of organizational profile in-country
 - c) Develop and maintain relationships with relevant government ministries and agencies
 - d) Network with other like-minded organizations and networks both in-country and internationally

- e) Administer and maintain organizational resources such as computers, vehicles, bank accounts, housing and so forth
5. Team Activities
- a) Participate in Ministry Team (MT) meetings and processes to assist the team in developing its strategy and policies and represent MT decisions and strategies in consultation relationships with partner organizations
 - b) Contribute to at least one on-going function of the MT (e.g. spiritual retreat planning, MT regional learning event, Justice sub-committee)
 - c) Provide coaching in at least one area of technical expertise
 - d) Serve as a liaison to one of the Functional Teams (e.g. coordinating MT budgeting or planning, or working on a program task force)
6. Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

1. Mature Christian, capable of applying their belief systems to the work of poverty alleviation and community development
2. Commitment to core development and relief concepts, models and values
3. Proactive and able to work with minimal supervision
4. Demonstrated ability to implement and improve community development programs through relationships of influence
5. Experience with the use of Results Based Management tools such as Logical Framework Analysis and Performance Measurement Frameworks for program planning and management
6. Knowledge of and experience using a variety of community development facilitation methods and participatory assessment methods
7. Demonstrated commitment to promote a work environment and respectful relationships that value diversity and equality
8. Able and willing to work in a team setting; able to develop team skills in others
9. Highly proficient in Microsoft Office software including MS Word, MS Excel and MS Power Point

EDUCATION AND/OR EXPERIENCE

1. At least a bachelor's degree, in tropical agriculture, international development, social work or health related specialty
2. At least two years of cross-cultural community development experience, preferably in Africa
3. Prior experience in board development and/or organizational governance development, grant proposal writing, management and administration is a **definite** asset

LANGUAGE SKILLS

1. Fluency in English, both written and verbal, is required for this position; fluency in Portuguese is a **definite** asset
2. Must be willing and able to develop language skills in a local language

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Living conditions with unreliable access to water and electricity and increased exposure to illness, crime and limited access to services
2. Increased risk of injury due to accidents with limited access to high quality medical services
3. The position will require travel in rural areas with poor roads and limited access to services. Approximately 25% of staff time will be in the field or in travel

WORK ENVIRONMENT

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