

**JOB DESCRIPTION: SENIOR PROGRAMME MANAGER**

**3 March 2022**

**Background:** Build It International is an ambitious and growing NGO that creates opportunities for young people and their communities through skills training, work experience and essential community building projects. With a head office in the UK leading on fundraising and governance, the Zambia office is responsible for developing and delivering agreed programme activities.

Central to our programme is our *Training into Work* initiative. Giving young men and women a practical skill so that they can go on to earn a living. We deliver this through our programme of community building construction projects and through skills training, currently focused on entry level building skills at our Centre for Excellence.

We have now completed 52 building projects and trained over 1,400 men and women in building skills. The construction of our skills training Centre for Excellence has enabled us to significantly increase the number we train each year. By 2023 we aim to train 350 trainees a year whilst continuing to construct 3-4 schools and health clinics. The programme is delivered by a team of 25 staff led by the Country Director.

**The Role:** We are now seeking a Senior Programme Manager to join the Senior Management Team and lead in the effective implementation of our projects in Zambia. This position will coordinate the local team to ensure projects are delivered successfully, risks are identified and managed and that the operation is run consistent with our values and procedures. The role holder will demonstrate the ability to effectively communicate and collaborate with colleagues and external stakeholders and report to the Country Director.

**Planning, Coordination and Programme Delivery**

- Lead in the delivery of the annual implementation plan
- Ensure that the Training Into Work team, Construction team, Procurement and Finance are working in a well-coordinated and efficient manner
- Ensure value for money is achieved
- Ensure that operational and logistic challenges are resolved quickly
- Ensure all projects are delivered according to Build Its values and in line with policies and procedures
- Ensure regular activity and budget review meetings are conducted

**Donor Management, Proposals and Reporting**

- Assist the Country Director to establish and manage funding partnerships
- Prepare donor reports
- Ensure compliance with institutional grant conditions
- Work with CD to produce programme and funding proposals
- Produce regular internal reports
- Serve as a link between the UK office and Zambia office, ensuring the UK office has sufficient information required for donor reporting, fundraising and communication purposes

## Programme development

- Establish a pipeline of community construction projects
- Contribute to programme strategy exercises
- Work with CD to develop new programmes initiatives in line with Build It strategy

## Other

- Coordinate and support donor visits
- When required, represent the Country Director

## Key Relationships

Country Director (line manager)  
Construction Operations Manager  
Training Coordinator  
Contractor Relationships Manager  
Senior Community Development Officer  
Senior Procurement Officer

## Qualifications, Skills and Experience

### Essential

- Minimum of 5 years of experience of working in a similar senior management position
- Degree in a relevant field
- Excellent written and oral communication skills.
- Comfortable working under pressure as part of a high performing team.
- Exceptional planning and problem solving skills.
- Budget management experience on projects of a similar scale.
- Some experience of winning and delivering donors funded programmes eg EU, GIZ, USAID
- Excellent IT skills in Microsoft Office, including Excel and Word.
- Understanding and belief in in BII's mission, vision and values.
- Able to work from our office at 10 Miles, Chibombo with travel to project locations
- Clean driving licence.

### Desirable

- Demonstrable success in securing funding from institutional donors.
- Experience of community work
- Understanding of the vocational training sector and social enterprise

**To Apply:** please send a two-page cover letter clearly stating how you meet the requirements for the job and your motivations for applying together with a two-page summary CV. Please *do not* send certificates at this stage. Send applications to [recruitment@builditinternational.org](mailto:recruitment@builditinternational.org).

**INCLUDE SPM and your name in the email title and accompanying documents**

Deadline date for applications: **Submit as soon as you can and by 1400 CAT on 25 March 2022 latest**