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| **Director Program Planning & Implementation** | | | | |
| **1. Job Environment** | | | | |
| **Position Information:** | | | **Reporting Lines:** | |
| **Department: Program Planning and Implementation**  **Position:**1  **Location:** Head Office  **Duration:** Ongoing | | | **Report To:**  CEO  **Directly Supervise:**  **Manager Planning**  Manager Program Implementation  Coordinator/ Managers- Other Donor Projects  Manager Planning and Proposal Development | |
| **2. Job Objective** | | | | |
| To lead and oversee the development and execution of programs that aligns with the organization's mission and strategic goals. This role focuses on designing innovative initiatives, producing proposals for securing donor funding and ensuring efficient program delivery through robust planning and program implementation. The Director ensures program sustainability, compliance with organizational standards, and measurable donor relationship and community impact. | | | | |
| **3.Functions of the Position** | | | | |
| 1. Conceptualize, design, and lead the development and implementation of innovative programs that are fully aligned with the organization’s mission, strategic priorities, and goals in SRH&R including family planning. 2. Collaborate extensively with field teams to ensure effective program planning, execution, and resolution of challenges by fostering innovative and sustainable solutions tailored to address community needs. 3. Oversee the complete lifecycle of proposal development, including identifying funding opportunities, drafting high-quality proposals, taking inputs from the Senior Management Team (SMT) and field teams, and ensuring the submission within given timeline. 4. Develop and implement resource mobilization strategies to enhance local income through impactful partnerships, grants, and donations. Ensure programs are scalable, sustainable, and adaptive to the needs of communities served. 5. Refine program frameworks to address evolving trends and donor expectations by actively engaging with key community members, government officials, donors, and partner organizations. 6. Partner with Finance, HR, and Administration teams to prepare comprehensive budgets, recruitment strategies, training plans, and procurement schedules to support seamless program operations. 7. Work closely with the SMT to enhance existing programs and conceptualize new initiatives that drive organizational impact in SRH&R. 8. Design and implement Corporate Social Responsibilities (CSR) projects that reflect the organization’s mission and foster partnerships with corporate stakeholders for impactful community development. 9. Collaborate with Monitoring, Evaluation, and Research (MER), Finance and Budgeting (F&B), and Human Resources (HR) teams to develop and monitor performance indicators (PIs) for assessing programmatic and financial progress, effectiveness and efficiency. Assess progress analytically to provide actionable insights and make strategic adjustments for continuous improvement and timely actions. 10. Conduct thorough program reviews based on field observations and data analysis, offering innovative recommendations to enhance impact and efficiency. 11. Contribute to efforts that strengthen organizational visibility, branding, and advocacy by aligning programs with broader goals and communicating impactful narratives. 12. Ensure the timely submission of high-quality reports from Program Management Offices (PMOs) and facilitate knowledge sharing to keep teams informed of grant writing activities, deadlines, and outcomes. 13. Build and maintain meaningful relationships with donors, government bodies, corporate partners, and local communities to align program initiatives with their priorities and expectations. 14. Mentor and empower program teams, fostering a culture of innovation, collaboration, and accountability to drive excellence in program delivery. 15. Ensure all programs comply with organizational standards, donor guidelines, and safeguarding policies while upholding the principles of equity, dignity, and inclusion. 16. Perform any additional duties assigned by the CEO to further the organization’s strategic objectives. | | | | |
| **4. Interaction** | | | | |
| **Within the organization** | | **Outside the organization** | | |
| Head Office  Regional Staff  PMO Staff  Governance | | Donors  Public and private stakeholders  Partner organizations Communities | | |
| **5. Competencies** | | | | |
| **Interpersonal Skill**  Presentation  Report Writing  Communication | **Leadership Skills**  Team Building  Conflict Management  Decision Making Mentoring  Inspirational | **Management Skills**  Planning  Time Management  Coordination | | **Technical Skills**  Analytical  Collaboration Dedication  Budgeting |
| **6. Special Condition:**  R-FPAP is committed to safeguarding and promoting the welfare of children and young people and expects all staff to demonstrate the willingness to sign and the adhere to the IPPF’s Code of Conduct and Safeguarding Policies  Rahnuma-FPAP staff must ensure compliance with appropriate safeguarding policies that reflect the standards and commitments in R-FPAP's Human Resources Manual. These include Children & Vulnerable Adults Policy, Code of Conduct, Respect At Work Policy and Raising A Concern Policy from time to time, as well as the relevant local statutory provisions relating to safeguarding children and vulnerable adults'.  Before finalizing an appointment, the selected candidate must successfully complete a comprehensive background verification process. | | | | | |
| **7.Desired Profile of Incumbent Person Specification** | | | | |
| **1.Education/Qualification:** | | **2.Work Experience & Traits:** | | |
| * Masters or higher degree in Social Sciences, Public Health or Equivalent | | * More than 10 years’ experience of working on the same or equivalent senior level position in the development sector * At least 7 year experience of proposal writing and project implementation on Sexual and Reproductive Health and Rights (SRHR) related matters. | | |