

Job location: Makamba, Burundi
Starting date: as soon as possible
Vacancy closing date: 19 September 2021
Duration position: 3 years
Working hours: fulltime

ZOA is a Dutch international relief and recovery organization supporting vulnerable people affected by violent conflicts and natural disasters in fragile states, by helping them to realize dignified and resilient lives.

We employ approximately 900 employees worldwide, and we currently work in 15 countries (in Africa, South America, the Middle East Region, and Asia), together with our (local) partners. We invite you to join our team of committed colleagues.

ZOA's programme in Burundi

Burundi is one of the poorest countries in the world, where almost 90% of the population lives from agriculture. Together with its high population density, growth, and displacements, this causes fierce competition over resources, including land.

ZOA has been operational in Burundi since 2007, and our programmes focus on restoring Food Security and Livelihoods, Peacebuilding (including land certification projects) and WASH. We work from field offices in Makamba, Rumonge and Cibitoke, supported by a country office in Bujumbura.

ZOA is looking for a **Programme Manager in Makamba, Burundi**

Your challenge

As Programme Manager (PGM), you will lead the ZOA team in Makamba and provide programmatic direction. You will have integral management responsibility for the realization of the projects in Makamba, in accordance with applicable internal and external standards. To achieve the above, you are also expected to initiate and maintain effective working relations with relevant stakeholders. You are a member of the Country Management Team, in which issues of importance for the performance of ZOA in Burundi (beyond your individual responsibility and mandate) are discussed. You will be accountable to the Country Director of ZOA Burundi.

ZOA recherche un **Responsable de Programme à Makamba, au Burundi**

Votre défi

En tant que gestionnaire de programme (PGM), vous dirigerez l'équipe ZOA à Makamba et assurerez la direction du programme. Vous aurez la responsabilité de gestion intégrale de la réalisation des projets à Makamba conformément aux normes internes et externes applicables. Pour atteindre les objectifs ci-dessus, vous devez également initier et maintenir des relations de travail efficaces avec les parties prenantes concernées. Vous êtes également membre de l'équipe de gestion du pays, au sein de laquelle sont discutées les questions importantes pour la performance de ZOA au Burundi

(au-delà de votre responsabilité et mandat individuels). Vous serez responsable devant le Directeur Pays de ZOA Burundi.

Main tasks, responsibilities and results

Leadership and management

- The PGM is responsible for all ZOA activities within the Makamba programme area in Burundi;
- To participate in country wide programme- and knowledge development;
- To develop and engage in strategic partnerships at programme level;
- To ensure a gender and conflict sensitive approach is applied in project implementation as well as in team management;
- He/she is member of the country management team.

Programme/project Management

- Develop a strategic vision for the programme area, based on an ongoing context analysis;
- Prepare an annual plan for the programme area, with the corresponding annual programme- and project area budgets, as an input to the Annual Country Plan;
- Planning, implementation and monitoring of project activities (ensuring the timely achievement of both qualitative and quantitative targets) as per set requirements;
- Project Cycle management, including needs assessments, formulation of concept notes and the development of new proposals and budgets for prospective donors;
- Carry out an annual review of progress towards programme objectives and outcomes;
- (Providing input to) narrative and financial reporting to internal and external donors.

HR/admin/finance

- Human Resource Management (at individual and at team level);
- Supervision and periodical evaluation of the performance of ZOA staff in Makamba;
- As budget owner, authorize project activities implemented in the programme area on the basis of budgets approved by donors;
- Implementation and monitoring of financial, personnel and security policies and procedures;
- In collaboration with the Manager of Operations (MoO) in Bujumbura, ensure (in)direct costs are allocated to project budgets.

Security

- To ensure the design and maintenance of an effective security management system in the programme area, in compliance with ZOA's overall security policy and procedures,
- To ensure compliance to this system by ZOA staff, as well as other relevant persons working on behalf of ZOA in the programme area.

Your profile

Identity

- The candidate is expected to fully support the vision, mission and Christian values of ZOA.

Knowledge & Expertise

- Bachelor or Master degree in a humanitarian, development or other relevant field;
- Three to five years field experience in a development country;
- At least three years Management experience in a comparable function;
- Solid knowledge of Project Cycle Management;
- Preferably having expertise in managing land registration projects;
- Good command of English and French is essential.

Skills

- Analytical;
- Organizational sensitivity;
- Writing skills;
- Effective delegation;
- Participative leadership
- Devotes time for and is aware of the importance of team building;
- Provides regular feedback, acknowledges success and the need for improvement;
- Coaches, challenges and provides opportunities for growth.

Attitude

- Flexible and adaptable;
- Interpersonal and cross cultural sensitive;
- Able to work under pressure and with strict deadlines;
- Able to work in a sometimes fluid and insecure environment.

Special conditions

- You will be based in Makamba, Burundi.
- The duty station is less suitable for families with children.

We offer

ZOA offers you a challenging job, an inspiring and motivated team in the programme country, and good benefits and remuneration.

Do you need more information?

For more information about ZOA, please visit at our website www.zoa-international.com.

If you have questions about this vacancy, you can contact Mrs Helene Bisschop, email zoa.vacancies@zoa.ngo

Interested and do you want to apply?

ZOA operates with an equal opportunities policy and is committed to diversity in the workplace. Qualified women and men, people of all nationalities, and cultural backgrounds, and candidates with disabilities are welcome to apply.

If you are interested in this position, please apply directly via our website: <https://www.zoa-international.com/vacancy/programme-manager-burundi/>

CV's of no more than 5 pages in length are appreciated.

Please provide at least 3 references related to your previous employment listed in the application. References of previous positions held should not be older than five years.

Please note that, as part of its recruitment process, ZOA carries out background and reference checks, with of the candidate. As ZOA participates in the Inter-Agency Misconduct Disclosure Scheme, all reference checks include a written questionnaire: the "Statement of Conduct", which will be sent to past employers regarding Misconduct (such as sexual exploitation, abuse or harassment).

Only selected candidates will be contacted and invited to participate in the process of recruitment. It is our aim to inform all other candidates of their status in the recruitment process within 4 weeks after the vacancy has closed. An assessment may be part of the recruitment procedure. Documents that do not match the profile above will not be considered. Internal candidates will have priority, in case of similar results.