

Job Description and Person Specification

Job Title:	Programme and Policy Manager		
Reports to:	Country Director	Grade:	
Rental:	Head Office with field and international travel as needed		
Direct Reports:	Project Coordinators		
Job Role			
Role Overview:	This role provides overall leadership and guidance in the development, implementation and monitoring of the Country Programme work in line with the CSP and AAI strategy. The role holder will also ensure that strategic relationships are built and maintained with partners and other key stakeholders in the fight against poverty and injustice. This role influences outcomes directly and clearly controls the Programme and Policy-related activities for the Country Programme. Consequently, the results and quality of the programme work directly contribute to ActionAid’s overall performance.		
Accountabilities			
Strategic and Annual Planning and Program Development and Implementation	• Provide technical guidance in the development of strategic plans and budgets for program and policy teams by facilitating and coordinating planning and budgeting exercises across the LRPs and other parts of the organization. • Responsible for the day-to-day management of the Programmes Department • Conceptualize relevant interventions in advancement of AA Senegal’s’ mission in accordance with the current strategic plan and context. • Facilitate and coordinate planning and implementation of Human Security and Emergencies programmes • Carry out field visits to LRPs and other areas for monitoring and supervision purposes to see projects being implemented. This will provide an opportunity to interact directly with community members and partners and to provide support where necessary • Undertake in collaboration with the Business Development Manager donor scoping and donor intelligence to support programmatic work • Lead and coordinate the programme team in the development of concept notes and proposals for funding in collaboration with the Business Development Unit. • Lead the development of project and program reports in accordance with donor requirements • Support LRPs in the development of LRP strategies and their implementation. • Take part in reviewing audit reports with the Senior Management team and come up with a management response for submission to auditors both internal and external • Develop an action plan to implement recommendations for audits and other programme reviews and reports. • Take an active part in the development of the Country Strategy Paper (CSP) and ensure its alignment with national and international processes including AAI strategy. • Participate in programme reviews and work with the different departments and develop an action plan to implement recommendations. Use findings of reviews to improve programme quality. • Provide and coordinate country level input and participation in the AAI program processes, strategies and plans		

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	• Coordinate and ensure the development of quarterly, half year and annual program work plans and budgets by all Program units • Share and disseminate program plans and budgets within the organization. • Support the Country Director and the Senior Management Team to lead the development of both strategic annual plans in accordance with Country Strategy Paper (CSP) and the planning guidelines.
Program Reviews, Monitoring, Evaluation, Program Learning and Reporting	• Plan and coordinate PRRPs at national level involving staff, partners and key stakeholders to review and reflect over the past joint work with a view to coming up with suggestions for programme quality improvement. • Ensure that the PRRPs process and various experiences are properly documented to enhance learning and sharing. • Coordinate the production of quarterly and annual reports for submission to AAI • Ensure that the annual reporting and writing process involves all partners and other stakeholders including the communities. • Facilitate the sharing of information within AAS team as well as with and among partners, and with other stakeholders. • Monitor the project reporting schedules for and ensure adherence to donor contractual reporting deadlines, including review of reports to ensure information accuracy. • Submit success stories or case studies on lessons learnt for sharing. • Identify and recommend opportunities for collaboration and other forms of engagement by AAS • Ensure that all activities carried out on behalf of AAS are in compliance with the Senegalese legal system. • Support local partners to be more responsive to their needs, create robust accountability and transparency mechanism and improve their monitoring systems to be able to work independently • Coordinate program and project reviews and evaluation • Monitor the implementation of the CSP ensuring the development of short-term programmes within the CSP framework. • Develop and lead the implementation of processes to review the CSP. E.g. Mid-term review and end of strategy review/evaluation. • Receive, review and provide feedback to all project and program reports. • Submit and forward all project reports to donors and other stakeholders in collaboration with the BDM • Represent AAS in various programme and policy related knowledge sharing and learning forums, document and share feedback with the team • Champion and track the use of policy and programme-related knowledge within the AAS and amongst partners • Track trends in contemporary development programming and programme management practices, document and provide advice/ recommendations on key developments to SMT. • Participate in monthly SMT meetings to inform SMT members about programme progress and challenges to ensure timely decision making • Keep the Country Director informed of progress of programme work and be ready to provide timely adhoc or substantial programme reports as and when requested.

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Research and Policy Advocacy	• Lead the development, implementation, monitoring and documentation of advocacy and policy influence strategies, plans and campaigns aligned to the Country Strategy Paper (CSP). • Identify and analyse priority policy, legislative and governance issues affecting people living in poverty, and develop evidence-based recommendations to influence policy reforms and decision-making. • Write policy papers in support of AAS advocacy work and lead the convening of high-level policy meetings/dialogues at the national level to reinforce AAS convening power

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Partnerships, Partnership Relationship Management and Networking	• Reinforce AAS membership in national and regional platforms and movements • Provide advice on programme issues to SMT for informed and appropriate decision making • Lead the development and implementation of country-specific guidelines for the management of partnerships in line with the CSP and other relevant organizational policies • Support LRP's and other programme staff to strengthen networks that the CP is collaborating with. • Participate in identifying and initiating strategic networks and alliances • Provide support to the networks for building their capacity and the capacity of their member organisations and take the lead in the development and implementation of mechanisms of collaboration with networks and other partners to conduct research and disseminate the findings on issues of common interest. • Collaborate and exchange information with networks and other organisations in areas of common interest and report on performance on a periodic basis • Represent AAS and participate in network and alliance meetings, events and forums at national and international levels • Coordinate and report on collaboration with government agencies to share information, experiences, influence policies and/or build capacity • Ensure effective information flow and communication within AAS and other stakeholders including partners and international teams • Plan and coordinate annual partners forum for all the partners and coordinate follow up actions arising from the partners forum • Initiate and nurture networks and alliances with academia, and research institutions • Develop and lead the implementation and monitoring of AAS partnership policy, strategy and plans • Engage with funding affiliates to explore opportunities for funding/scaling existing programme work • Collaborate with other PPM in the ActionAid Federation and ActionAid Mali for joint fundraising and cross-country collaboration around policy work at ECOWAS and AU levels
Financial Management	• Support the effective management and monitoring of all programme finances, assets and resources ensuring compliance with organizational policies and donor requirements

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	Coordinate and support the preparation of annual and quarterly programme plans and budgets and monitor implementation against approved plans. • Regularly review programme budget performance and management reports with the relevant teams, identify variances and support appropriate actions to strengthen financial accountability and budget utilization. • Work closely with Finance and the LRPs to regularly monitor the LRPs reserve levels and support compliance with organizational reserve management policies • Provide technical support to partners and programme teams to develop realistic budgets, linking budgets to plans, agreed activities and funding requirements. • Support the monitoring of resources transferred to the LRPs, partners and communities to promote appropriate, efficient and compliance utilization. • Review and follow up on partner financial accountabilities and reports to ensure timely submission and adherence to agreed financial reporting format and requirements. • Recommend and support assessments of partner financial management systems where risks, gaps or compliance concerns are identified. • Review program concepts and financial requests, providing recommendations on budget alignment, feasibility and compliance prior to approval. • Monitor programme budgets to ensure timely implementation and raise any relevant red flags to SMT • Review partner financial requests and provide recommendations for approval in line with approved budgets, policies and programme objectives.
Human Resources Management	• Set performance targets, monitor performance and appraise the line Program staff in line with the Human Resources Policy and other organizational policies and procedures • Motivate and provide feedback to the line program staff in line with the Human Resource Policy and other organizational policies and procedures • Conduct training needs analysis, and recommend relevant training for staff being line managed • Set up an enabling environment for staff performance, recognition and reward • Participate in the review of staff job descriptions, and setting of performance standards • Determine staff gaps within the program unit and initiate the recruitment process • Participate in staff selection and interviews • Organize and conduct induction of new staff (direct reports) • Appraise staff under probation and recommend for either confirmation, extension of probation period or non-confirmation
Child Sponsorship and Fundraising	• Ensure that all child sponsorship work in the LRPs is going according to plan and are compliant with policy. • Hold regular discussion with the Child Sponsorship and LRP staff to be updated on progress and challenges being faced with a view to coming up with appropriate and timely remedial measures to avoid noncompliance and surprises • Monitor Child Sponsorship work on a regular basis and continuously engage the LRP sponsorship team to ensure compliance with policy and timely submission of assignments. • Ensure that Child Sponsorship is integrated with Programme development. • Providing leadership in programme led national fundraising efforts coordinated at AAS. • Where appropriate and necessary, participate in donor scoping exercises to generate information on potential donors

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	• Work with LRP staff in collaboration with the fundraising department to identify funding needs for the LRPs through analysis involving other departments and teams. • Work with different staff to develop project concepts and proposals with support from fundraising to generate alternative incomes from both local and external sources. • Review project and donor reports and participate in writing quality reports for timely submission to donors • In collaboration with the fundraising department, participate and contribute to the identification of program funding gaps, priorities and opportunities
Governance and Board Relations Management	• Work with SMT and GS Internal Audit teams to conduct audits of AAS and where necessary carry out audit for Programme and policy department and develop action plans for implementing audit recommendations. • Participate in Board management issues. • Participate in Board meetings and provide updates and advice directly during Board meetings or through the CD to the Board on matters relating to Programmes/ Policy issues. • Work on sustainability, rationalization and phase out plans for LRPs
Programme Risk Management	• Closely work with the team and SMT in monitoring the implementation of audit recommendations and how identified risks are being addressed • In collaboration with programme staff closely and regularly monitor implementation of audit and review recommendations and update SMT and Board of any potential risks relating to programme work for timely decision making • Conduct and communicate periodic program risk assessments and propose mitigation actions to management. • Work with the SMT and programme team to review and update the organizational risk register and encourage staff to adhere to plans.
SHEA and Safeguarding & Protection from Sexual Exploitation and Abuse (PSEA)	• As an ActionAid staff member, the incumbent must ensure that procedures are in place to protect the rights of the communities we work with, including vulnerable adults, from sexual abuse or exploitation by any member of the ActionAid Federation or other representatives. • Staff and other representatives must ensure that their relationship with community members is not and could not be perceived as exploitative or abusive. • Ensure that sexual harassment, exploitation and abuse, and protection due diligence is performed for all project partners in accordance with the SHEA and Protection Policies. • Ensure the protection of women's and children's rights at all times.
Role Dimensions	
• Provide strategic direction for the national fundraising program. • Build the capacity of staff and partners in resource mobilization initiatives. • Continuously monitor the donor environment and seek programmatic funding to fill gaps in identified mission objectives. • Ensure that fundraising systems are in line with ActionAid policies.	
Key Relationships to reach solutions	
<i>Internal (to ActionAid or team)</i>	• <i>External</i>

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AAS staff, AAS Leadership Team (SMT) members, AAS Board of Directors, Fundraising Committee, Affiliates, Africa Regional Team and ActionAid International fundraising communities.	Donor community, supporters, LRP (Local Rights Programs) communities, partners and government sector ministries.
Person Specification	
Qualifications	- Master's degree in Public Policy & Administration, Political Science or Development Studies from a recognized institution Desirable training in: - Project planning and management - Human Rights Based Approach (HRBA) to development - Participatory approaches and methodologies - Governance, Civic empowerment and accountability. - Monitoring and evaluation
Essential Experience	- At least ten (10) years minimum working experience in the social development field. - At least five (5) years of experience in a senior position in the development sector, particularly in program design, strategy development, impact assessment, monitoring evaluation and learning. - Experience in networking, campaigning, alliance and movement building
Essential Knowledge	- In-depth understanding of programming issues and policy work at state, national and international levels. - Understanding of gender and youth issues in development and demonstrable commitment to promoting gender equality within the organization and in programme work. - Involvement in activism for human rights.
Essential Skills	- Fluent in French and English. - Strategic planning and programme management skills - Poverty and Women Rights Analysis - Youth programming and empowerment - Human Rights Based Approach to Development - Funding proposal development and donor contract management - Staff and partner capacity development - Communication and public relations - Resource Mobilization and Monitoring - Networking and collaboration - Program reviews, monitoring and evaluation - Understanding and appreciation of SHEA and Safeguarding issues - People management skills - Budgeting and Finance Management skills - Activism skills - Good communication skills - Networking, alliance and movement building and stakeholder management skills. - Public Policy formulation, Policy Research, Analysis and Policy Advocacy

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Functional Competency Profile	
Competency	Definition
Build staff and partners capacity in resource mobilization initiatives	• Ensure the integration of new employees on programming. • Conduct a training needs analysis and recommend or deliver relevant training when necessary for staff and partners. • Track and review the number of concept notes and quality project proposals developed with partners and staff. • Coach, mentor and provide feedback to staff. • Evaluate staff against set program objectives and make recommendations (performance improvement plan).
Information Technology	• Proficiency in technologies such as Microsoft Office (Excel, PowerPoint and Word). Use of the internet for donor research and analysis.

This job description covers the main tasks and proactively reflects the spirit of the expected tasks. Other tasks can be assigned as needed by the organization.

It is the responsibility of each staff member to contribute to the mission of ActionAid International (AAI) and to uphold AAI's values, which are: mutual respect, fairness and justice, honesty and transparency, solidarity with the poor, courage of conviction, independence, and humility.

Female candidates are strongly encouraged to apply. Both internal and external candidates are welcome to apply. Applications should be submitted to recruitment.senegal@actonaid.org no later than close of business (COB) on 5 November 2026.