



TERMS OF REFERENCE

POSITION: Head of the Program Office

LOCATION: Rotation – Maputo and Gorongosa National Park Headquarters, Sofala Province, Mozambique

DEPARTMENT: Program Office – Operations Department

ABOUT THE INSTITUTION

Gorongosa National Park (GNP) was designated as a national park in 1960. During the period of the war for independence, the Park lost up to 95% of its large animals. The people living near the Park also suffered. Gorongosa's ecosystems were threatened by poverty. In this context, in 2004, the Government of Mozambique invited the Carr Foundation to enter into a public-private partnership for the restoration of the Park. In January 2008, the Government and the Carr Foundation signed a 20-year co-management agreement, since extended to 2043. The Gorongosa Restoration Project (GRP) is responsible for implementing this public-private partnership and envisions a new style of national park - one that cares about nature and people. GRP's goals are to restore the biodiversity and ecosystem of the Park and also use the area as an economic engine to provide income, education and health services to people living in communities nearby.

PROGRAM OFFICE

The Program Office ensures all projects are aligned with the institution's vision, strategy, programs and business plan, including specific requirements demanded by each donor. The Program Office is also aligned with and contributes to the objectives of the Long-term Agreement (LTA) between the Government of Mozambique and the Carr Foundation to co-manage GNP. Chapter 13 of the LTA speaks to the need to mobilize and include external contributors when financing activities related to the Park's ecological and conservation, human development and infrastructure programs. Mozambique has adopted the UN Sustainable Development Goals. The Gorongosa Restoration Project Strategic Plan aligns with SDG 17, which encourages partnerships between governments, the private sector and civil society for the success of a global agenda. The Program Office contributes to all these objectives by promoting and strengthening relationships with a diverse network of international and national donors and partners that share the same vision.

BACKGROUND

Under the direct guidance of the President of the GRP and the Director of Operations, the Head of the Program Office advises and supports the GRP management team on the development of organizational and strategic plans; coordinates and draws up proposals, supports program development and ensures program delivery and quality control. The main task is to ensure the quality of the organizational program development and implementation as well as the implementation of the strategic and business plans, through the establishment of partnerships. The Head of the Program Office leads the program quality control unit and identifies new program areas while ensuring consistency with GRP priorities and innovative responses to emerging challenges and opportunities. The Head of the Program Office leads and supervises the team under her/his responsibility.

DUTIES AND RESPONSIBILITIES

Under the overall and direct supervision of the Director of Operations (primary supervision line) and the GRP President (secondary supervision line), the Head of the Program Office performs the following functions:

Strategic Analysis, Program Development, Planning, Advice and Coordination.

In close collaboration with the department directors and program sectors:

- Lead the design process and the strategic direction for the GRP programmatic activities;
- Ensure proper coordination and inputs to the GRP planning process;
- Lead the implementation of GRP strategic plan and business plan;
- Coordinate and draw up narrative and financial proposals;
- Develop the planning, budgeting and monitoring process of programs and projects; track the use of financial resources in accordance with GRP and donor rules and regulations;
- Lead the effective and efficient management and quality control of projects funded by different donors, including planning, development of work plans and delivery of results within budget and different donor requirements;
- Lead project inception and start-up, including establishment/update of project results framework, result-based monitoring and evaluation plan, theory of change, logic model, project risk and mitigation plan, outcome-based schedule, project gender equality strategy, procurement plan, multi-year budget, project communication strategy and work plans;
- Guide project teams in implementation, troubleshooting and adaptive management while providing ongoing technical support and guidance as needed;
- Develop the GRP results-based management (RBM) tools;
- Ensure the effective application of RBM, including through the development of a strategy for financial and substantive monitoring including the implementation and identification of operational and financial problems and development of solutions;
- Ensure proper implementation of programs based on continuous monitoring and analysis of the most critical development needs;
- Effective monitoring and measuring the impact of the GRP programs and annual work plan implementation. Constant program monitoring and analysis, timely readjustment of programs;
- Ensure the integrity of donor financial systems, review of donor budget requirements and the consistent application or rules and regulations of different donors;
- Ensure identification and promotion of joint programming and planning opportunities;
- Ensure effective harmonic synergies between different donors, projects and activities;
- Promote identification and synthesis of GRP best practices and lessons learned for organizational sharing and learning; and
- Lead the organization of regular donor field visits and meetings, including project steering committee meetings.

Development of partnerships, resource mobilization and donor relations:

- Analyze and research information on donors;
- Identify possible areas of cooperation and actively contribute to resource mobilization efforts;

- Provide timely and quality information and technical advice on funding sources, policies, priorities and activities – including the Global Environment Facility funds, the Green Climate Fund, other multilateral donors, bilateral donors and foundations;
- Work toward creating an enabling environment for a smooth relationship between donors and GRP technical departments;
- Represent GRP in various donor meetings;
- Work with the GRP team to establish and implement a project exit strategy.

Impact of Results:

- Play a lead role in identifying significant issues with program and project implementation and prepare mitigation plans;
- Support and draw up well-reasoned and innovative programs;
- Demonstrate effective leadership and management of the donor portfolio, timely delivery of outputs in line with the overall GRP and donors' objectives and agreements;
- Establish strong partnerships with relevant parties to meet the organization's goals with respect to the donor agreements and the implementation of project activities in the field;

Office Management:

- Ensure the smooth running of the Program Office team, including good management and staff supervision, and financial and administrative matters in accordance with relevant GRP internal control framework;
- Accept responsibility and be accountable for the appropriate use and management of resources attributed to the Office and to the portfolio of the geographic area;
- Motivate staff and promote team work, collaboration and synergies with other GRP departments;
- Ensure timely and regular reporting.

REPORTING

The Head of the Program Office will report to the Director of Operations (primary supervision line) and the GRP President (secondary supervision line).

COMPETENCIES AND PROGRAM LEADERSHIP

- Strong leadership capacities to guide a multi-cultural team in challenging circumstances;
- Ability to persuade others to follow;
- Ability to listen, adapt, persuade and transform;
- Ability to plan own work, manage priorities and work under a dynamic environment and deadlines;
- Excellent management experience from difficult development settings, demonstrate cultural understanding, and political acumen are essential;
- Promote knowledge management and learning environment through leadership, in-depth practical knowledge on inter-disciplinary development issues;
- Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations;

- Ability to lead strategic planning, oversight of the implementation of the change process, results-based management and reporting. Monitor and evaluate the development projects. Identify creative and practical approaches to overcome challenging situations;
- Create a thriving team of motivated and hard-working individuals;
- Understand the challenges faced by field teams, problems with implementing activities in remote areas, and the constraints of negotiating with donors;
- Lead the reporting process and deliverables with a focus on innovative solutions to challenges;
- Support the management and allocation of funds in programs;
- Identify areas for improvement and provide practical solutions for implementation strategies.

LINKAGES AND PARTNERSHIPS

- Build strong relationships with all GRP technical departments;
- Build strong relationships within the organization to ensure an integrated operation.

REQUIREMENTS

- a) Minimum of 10 years of relevant experience in design, implementation, operations, monitoring and evaluation of programs /cooperation projects and establishing inter-relationships among international and multilateral organizations;
- b) Master's Degree or equivalent in Economics, Law, International Relations, Political Sciences, Public Administration, Development Sciences, Social Sciences or related field;
- c) Proven English reading, writing and speaking skills;
- d) Extensive experience in writing narrative and budget proposals;
- e) Excellent communication abilities with strong interpersonal and negotiation skills;
- f) Extensive experience with M&E/Results-based management (BRM) related to sustainable livelihoods, education, health, community-based natural resources management;
- g) Deep understanding of project cycle and project management, of project funded by Global Affairs Canada, USAID, GEF, the European Union, the Norwegian Ministry of Foreign Affairs etc.;
- h) Effective at collaborating and influencing across departments and organizations;
- i) Experience living and working in rural areas, in particular Mozambique or other African countries;
- j) Extensive experience in tracking program activities according to budgets, with specific emphasis on budget management;
- k) Excellent leadership, communication, and organization skills;
- l) Excellent computer skills (Excel and databases);
- m) Willingness and ability to work in a dynamic and changing environment;
- n) Fluency in Portuguese and English (writing, reading and speaking).

Women candidates are strongly encouraged to apply

To apply, please send your CV: programoffice@gorongosa.net