



Director of Programme Development, Quality and Impact

## Description

## About the Role

- Enhance organisational performance and mission impact across the Federation in relation to AAI's **Human Rights-Based Approach (HRBA)** and the mission objectives within the AAI Strategy by focusing on enhancing quality programme design, implementation and innovation; as well as monitoring and evaluation.
- Ensure greater integration between local, national and international programmes.
- Promote AAI in wider development debates, externally positioning AAI's development approach to help build stronger networks, people movements and alliances.

### *Direct Reports*

- 1x Humanitarian Director
- 1x Head of Programme Development
- 1x Head of Monitoring and Evaluation
- 1x Team Administrator
- 1x Programme Coordinator
- 1x Transparency & Accountability Advisor

## Key Activities

### *People Leadership and Management*

- As a member of the **International Leadership Team (ILT)**; act as a key change agent, reinforce AAI's mission, vision and values and make informed decisions;
- Lead and manage the **Programme Development, Quality and Impact (PDQI)** Directorate within a clear performance management framework, promoting a culture of high performance, continuous improvement, positive communication and teamwork;
- Ensure good management practice is continued at all levels within the PDQI Directorate;
- Interpret and apply all AAI's HR policies consistently and effectively, and ensure that all staff are aware and compliant;
- Champion women's leadership and empowerment.

### *Strategy, Planning and Budgets*

- As a member of the ILT, participate in the development of AAI's international strategy;
- Use AAI's strategy and objectives to lead the design, implementation and management of the PDQI Directorate and project plans, engaging staff and other stakeholders in the process;
- Assess and respond to changes in the external environment ensuring that these changes are reflected in the PDQI Directorate's strategy and project plans;
- Develop and be accountable for the budget of the entire PDQI Directorate.

### *Programme Development*

- Ensure specialist and technical programmatic support for countries with the appropriate tools and content analysis;
- Promote and co-ordinate the sharing of best practice across the Federation;
- Identify opportunities for innovation and programmatic alternatives that provide sustainable solutions in AAI's efforts to eradicate poverty;
- Lead the Directorate as the custodian of a repository of tools, content, program approach and best practice;

- Ensure integration with policy, campaigns, advocacy and research;
- Support and provide the tools for better integration between local, national and international programmes;
- Support the implementation of the International Platforms and ensure integrated planning between countries and **International Secretariat (IS)** units for each of the mission objectives;
- Oversee the preparation of cross-country funding proposals and follow through on delivery.

### **Monitoring and Evaluation (M&E) Unit**

- Develop and support the implementation of monitoring and evaluation methods, with tools and skills aligned to HRBA;
- Drive the Quality assurance of evaluations and key processes on selected technical reviews;
- Set standards for M&E requirements;
- Drive the central system for monitoring the international strategy;
- Build Campaigns M&E capacity;
- Co-ordinate the **EAGLES (Evaluation and Accountability Global Leaders)** network;
- Ensure monitoring and evaluation of AAI's performance in other organisational areas beyond programmes.

### **Emergencies**

- Support country preparedness in emergencies and build resilience;
- Manage Emergency funds; Support existing capacity of Members/Countries to deliver emergency response;
- Facilitate country leadership of preparedness planning and emergency response;
- Lead and/or oversee timely, agile and HRBA-led humanitarian responses.

### **Program Quality**

- Promote platforms for sharing best practice and identify countries that have knowledge and best practice;
- Ensure that a repository of programmatic knowledge is kept up to date;
- Ensure that AAI's partnership policies are updated and applied.

### **Capacity Development**

- Collaborate to build the capacity of PDQI and seek synergies with **Policy, Research, Advocacy and Campaigns (PRAC)** directorate, make use of skills at country level in programme development and PRAC;
- Build partners' capacity on HRBA. Work with the capacity building team and with countries in supporting capacity development of staff and partners.

### **Financial Management Responsibilities**

- Manage and take responsibility for budget, including delegated responsibility for resources within approved limits;
- Prepare activity-based budgets and monitor actual monthly spend against these budgets, including providing relevant accruals and explanations for variances;
- Approve all transactions (including amendments) to the budget;
- Act within the parameters set by International Secretariat financial policies and procedures.

### **Others**

- Demonstrate a strong commitment to develop, promote and practise AAI's vision, mission, values and strategy;
- Demonstrate a strong commitment to Gender issues with a strong focus on women's leadership;
- Collaborate on cross functional learning, participate (where applicable) in international platforms and cross functional project initiatives within AAI;
- Promote, practise and contribute to continuous improvement in the areas of transparency and accountability in line with the AAI Accountability Charter;
- Support the International Board's Committees;
- The role holder will also be required to carry out any other duties that are within the scope of the job from time to time.

## **Person Specification**

### **Education, Language & Qualifications**

- Master's Degree with significant experience working in programmes development;
- Excellent understanding and experience of HRBA, program quality and impact assessment;
- Good command of the English language, both verbal and written.

### **Essential Knowledge, skills and Experience**

- A high achieving, experienced and dynamic professional with a proven ability to develop the kind of clear strategies required for the PDQI Directorate;
- Proven experience of managing/leading a large diversified team, with a focus on high performance and problem solving;
- Proven experience of promoting women leaders and gender-aware programme development;
- Proven track record of facilitative, collaborative team management to drive a culture of accountability and ownership along with a natural ability to network and build successful lasting relationships;
- Outstanding communications skills across various cultures;

- Commercial acumen, with strategy and planning expertise as well as financial and budgeting expertise and a flair for innovation;
- Commitment to AAI's vision, mission and values;
- Proven experience in program development at local and national levels;
- Proven experience in international development;
- Proven experience in impact assessment;
- Proven experience in multi-stakeholder management.

#### ***Desirable Knowledge, Skills and Experience***

- Experience working at an International Leadership Level, including working with Boards;
- Knowledge of other international languages such as Spanish, Portuguese and French is desirable.

#### ***Competency Profile***

- *Strategic Perspective* – Demonstrates understanding of the Organisation's priorities and goals and analyses complex problems effectively.
- *Change Management* – Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
- *Decisiveness*– Prefers quick and appropriate actions in many management situations.
- *Leading Employees* – Attracts, motivates, and develops employees.
- *Building Collaborative Relationships* – Builds productive working relationships with co-workers and external parties, whilst valuing people of different backgrounds, cultures and demographics.
- *Communication* – Expresses ideas clearly and concisely; disseminates information about decisions and plans.
- *Leading with Purpose*– Has personal direction and is not easily sidetracked by details or workload.
- *Credibility*– Acts in accordance with stated values; follows through on promises; uses ethical considerations to guide decisions and actions.
- *Taking Initiative* – Takes charge and capitalizes on opportunities.

#### **Meta Fields**