



Foundation for Community Development & Empowerment

www.fcde-igla.org

Program Director Position Description - Rukungiri, Uganda

Basic Function of the Position

The Program Director (PD) is a senior level management position responsible for the development and maintenance of the FCDE site, which provides strategic support to a network of local partner organizations throughout the respective District. The essential responsibilities of the position include the fiscal and programmatic management of the FCDE site, management of site team, implementation of relevant strategic plan elements and representing FCDE at strategic civic and networking events. The PD position in the Kasese office position works under the supervision of the Executive Director; the PD position in the Rukungiri works under the supervision of the International Program Director. The ED oversees both the Kasese and Rukungiri offices.

Major Duties and Responsibilities

Program Development and Maintenance

- Develop and maintain relationships with potential partner organizations and institutions. Ensure that these organizations work in one or more of FCDE's focal sectors and are community-based and locally oriented.
- Maintain a firm understanding of the local partner organizations (LPOs) and be able to effectively work with them to increase their capacity to carry out their projects, initiatives, and development approaches.
- Create relationships with government institutions, community organizations, beneficiaries and other stakeholders in order to foster awareness and understanding of FCDE's community-driven approach and work to motivate networking and collaboration.
- Provide ongoing trainings, consulting (one-on-one or small group), as well as site visits to support the development and ongoing success of our partner organizations' programmatic activities and the ultimate achievement of each partner's program objectives.

Program and Personnel Management

- Provide personnel management for the site including the hiring/terminating of staff, developing work plans and annual objectives and conducting personnel reviews for staff and appropriate contractors and volunteers.
- Oversee the administration of the Grants Program, including the grant projects and the LPO grant program activities.
- Manage the program site office.
- Manage and maintain the site budget.

- Liaise with appropriate government, community and NGO personnel to ensure the smooth and efficient running and support for FCDE programs.

Local Partner Capacity Building & Training

- In conjunction with site team, conduct and document baseline organizational assessments and maintain ongoing tracking of partner organizational capacity development.
- Build and manage partner skills and capacity through core workshops and trainings Support the development and the implementation of work plans for each partner organization.
- Provide networking and resource sharing opportunities to support collaboration among partners.

Program, Monitoring and Evaluation

- In conjunction with the Executive Director and International Program Director, develop a strategy for achieving FCDE objectives in the community, including establishing indicators and implementation plans with monitoring and evaluation reporting to FCDE headquarters.
- Ensure the monitoring of partner organization, intern, and host family progress and provide guidance/ capacity building tools as needed to facilitate successful performance and adherence to the FCDE approach.
- Provide regular reports to FCDE headquarters in a timely manner, to evaluate and make recommendations regarding performance of program, local partners, staff, and interns.

Represent FCDE to Local and International Funding Agencies and Partners

- Work to develop and strengthen relationships with organizations that can provide funding or strategic partnerships that help further the work of FCDE.
- Represent FCDE at conferences, speaking engagements or other appropriate venues to advance the awareness and work of FCDE.
- Act on FCDE's behalf in meetings with local supporters and funders.

FCDE's Isla Intern Management & Support

- In coordination with the Executive Director and the site team, develop internships to meet LPO's organizational development needs and in each of FCDE's seven focal areas. In collaboration with the Executive Director, prepare intern and volunteer statements of work, develop, oversee, and evaluate orientation training sessions and materials for interns, orient and support host organizations/families.
- In collaboration with Executive Director and the site team, evaluate the qualifications of interns, ensure proper placement with organizations and programs, and work to adapt approaches to increase their learning and professional capabilities.

- In coordination with the Executive Director, manage interns' in-country lifecycle activities (orientation, educational workshops, midterm retreat, end of internship activities, etc.) so that they are successfully implemented.
- Working with the site team, prepare partner organizations for placement of interns; ensuring that the organization complies with contractual stipulations to promote fulfillment of intern program requirements.
- Prepare host families for intern placements by ensuring host families meet criteria and are aware of key cross-cultural integration issues to ensure a safe and successful home-stay.
- Facilitate meetings between the intern and the partner organization supervisor to review project objectives and scope, address issues, and monitor/evaluate performance.
- Travel regularly throughout the program area to establish and maintain working relationships with partner organizations and host families, and to visit interns at their sites for project and personal monitoring.

Other Duties and Activities (not to exceed 5% of the time)

- Perform other related duties as assigned by the Executive Director and/or International Program Director.

Desired Qualifications

Education and Prior Work Experience:

Minimum qualifications

- Bachelor's degree in organizational development, social studies, community development, economics, public administration, or related field.
- At least five years experience in public administration, NGO development, community or organizational development, international development experience or in related fields.

Preferred qualifications

- Graduate degree in related field strongly preferred.
- Five-ten years experience in public administration, NGO development, community or organizational development, international development experience or in related fields.

Post-entry Training: On the job training focused on understanding FCDE's philosophy, regulations, and procedures.

Language Proficiency: Advanced spoken and written skills in both English and the relevant local language(s).

Skills and Abilities:

- Ability to represent FCDE effectively with a wide range of individuals: i.e., local officials and community members, different levels of government officials, international agency personnel, etc.
- Ability to develop ongoing relationships with key stakeholders including grantors, local community partners, and interns.
- Demonstrated ability to exercise good judgment under often complex and stressful conditions.

- Proven supervisory skills and ability to successfully motivate and lead a team.
- Strong interpersonal and teambuilding skills including effective and professional cross cultural communication and conflict management.
- Computer literacy in word processing and database management is required.
- Significant knowledge and ability to provide leadership in organizational operations, project and program management, staff supervision, strategic planning, and community development and training.
- Demonstrated ability to create and lead trainings and workshops.
- Strong financial planning, tracking, reporting and money management skills are essential.

Send cover letter, curriculum vitae, and three references to apply@fcde-isa.org