



## Vacancy for the position of Program Director

### Position Description

**Position:** Program Director (PD)

**No. of vacancies:** 1 (One)

**Date of Announcement:** 14 February 2023

**Duration:** One Year and Extendable

**Location:** Kathmandu

**Reports to:** National Director

**Field Visits:** 40% travel to project areas

#### **Core Function:**

As a member of the senior management team (SMT), the Program Director reports to the National Director and is responsible for the planning, preparation, implementation, management and supervision of Habitat for Humanity Nepal's overall programs in accordance with standards set by Habitat for Humanity International (HFHI). The PD is a leadership position and requires technical expertise with highly developed project, people management and communication skills. The incumbent oversees the strategic programming of the organization in line with HFHI's Theory of Change and HFH Asia Pacific Strategic Framework and ensures program quality and effectiveness and compliance with applicable Habitat, donor, partner and government policies and requirements. S/he is required to transfer these skill sets and strengthen the capacity of program staff and across the organisation.

#### **Essential Duties and Responsibilities:**

##### **Program Design, Development & Delivery**

- Align programmatic strategy to Nepal's National Government strategy for housing where applicable ensuring this contributes to the achievement of strengthened government systems to support access to safe land and housing.
- Ensure further development of housing market systems, providing safe and accessible housing solutions for low-income sectors.
- Lead high-quality program design incorporating project management standards and MEAL methods, and coordinate and execute implementation across various projects to ensure timely and high quality delivery.
- In collaboration with the Senior Management Team (SMT), ensure innovation, appropriate project budgeting and efficient use and stewardship of project funds.
- Ensure integration of program interventions and efficiency in implementation and facilitate timely and accurate project tracking, monitoring and reporting.
- Manage and oversee the preparation of program documents including proactive programme and project risk management – from risk identification to risk assessment and implementation of effective and adequate mitigation measures.
- Ensure compliance to donor and grant requirements and submission of high quality reports to Habitat entities and donors.
- Support the National Director in ensuring financial sustainability of the programme and compliance with organizational strategies.
- Analyze and keep abreast of development and political trends in Nepal and the region, and recommend to the National Director for Habitat Nepal's engagement on the basis of geographic needs, strategic and organizational priorities.
- Oversee that program resources are utilized in accordance to Habitat for Humanity's and to the donor standards of ethics, integrity, accountability and financial sustainability.



- Operationalize and oversee systematic documentation (knowledge management) of project/ program best practices, lessons learnt and approaches and incorporate into new project/ program designs to enhance program delivery, responsiveness, and results.

#### **Partnerships Management and Advocacy**

- Strengthen and build existing and new strategic partnerships through active networking, advocacy and effective communication of Habitat Nepal's organizational strategies and program framework.
- Liaise with local, provincial and federal government entities and other key stakeholders on the ground for timely approvals of general and program agreements and ensure smooth implementation of the project.
- Maintain collaborative relationships and partnerships I/NGOs, UN Agencies, Civil society, bi-lateral and multi-lateral agencies, donor communities and private sector in the implementation of the HFHIN programs.
- Represent HFHIN in relevant fora, conferences, and meetings in consultation with the National Director.

#### **Resource Development and communications**

- Track and keep abreast of external trends and developments around Habitat's Theory of Change and Program Framework and potential funding opportunities.
- Support the implementation of Habitat Nepal's resource development and corporate communication strategies.
- Strengthen existing and build new relationships with key donors and coordinate on donor funding with other relevant partners and alliances in Nepal in consultation with the National Director.
- Lead and co-create high quality and fundable concept notes and proposals for institutional and corporate donors and foundations with the Resource Development & Communication Team.
- Support the Resource Development and communications team in capturing project/program lessons learnt into new business development opportunities and partnership engagement.
- Work closely with Resource Development & Communication Team to maximize communication impact and outreach through generation of high quality publications, program communication documents, and media mobilization.

#### **Servant Leadership and People Management**

- Create and maintain learning and sharing environment and establish a safe environment for sharing of ideas, solutions, and difficulties and foster leadership at all levels to respond to challenges.
- Effectively manage talent and ensure constructive team dynamics and staff well-being. Supervise Habitat Nepal's program staff and create a culture of feedbacks, especially when resolving complex problems.
- Promote accountability, cross-sectoral and cross-department learning.
- In consultation with the National Director, lead the recruitment, onboarding, performance management and career development of program employees.
- Direct, plan and coordinate the work of the technical and program staff including supervision and evaluation, training and team building.
- Design and develop capacity-building work plan for staff and partners, and provide leadership to coordinate and manage the partnership.
- Model servant leadership and motivate the staff members to effectively manage their work in line with vision and resources.
- Work with various Habitat for Humanity entities to ensure alignment of program operations and cross learning among different entities
- Ensure that HFHI Core Values and Mission Principles permeate the organization at all levels, but especially at the local level with communities and families in need.



### **Safeguarding**

In accordance with its foundational mission principles, Habitat for Humanity International is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve. We require that all staff take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening, police check and will be held accountable to upholding our policies around ethical behavior, including safeguarding and whistleblowing. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

### **Education Qualification and Professional Experience**

- Master's degree in international development, Social Sciences, Project Management, or relevant field.
- A minimum of 8 years of experience that combines strategic and managerial leadership in social development, business development, executive management and/or program management planning and operations in I/NGO.
- At least three years of senior management/ leadership experience including supervising teams and managing budgets is required.
- Demonstrated experience in staff supervision and leading a team, including strong coaching and capacity building skills in a diverse and cross-cultural environment.
- Demonstrated experience in project grants management and coordination, including project design, budget preparation, expenditure tracking, monitoring and evaluation, reporting and resolving complex donor compliance.
- Demonstrated ability to work closely with other departments, institutions, and across cultures and ability to lead a team. Actively listens and proactively communicates, shares knowledge, and applies innovation and creativity to problem solving.
- Excellent knowledge and demonstrated experience in resource mobilization and business development processes with major institutional donors/ foundations.
- Experience in community development, community mobilization, or similar grassroots, self-help initiatives and strategic planning initiatives.
- Is a strategic thinker and can think globally/regionally and look at the macro, strategic issues to inform strategy choices and management process.

### **Preferred Competencies**

- Acts as a positive leadership role model contributing to team spirit and motivates, directs, and inspires others to succeed, utilizing appropriate leadership styles. Treats all individuals with respect, is a role model for diversity and inclusion.
- Upholds highest organizational and ethical norms and maintains high standards of integrity and trustworthiness.
- Effectively adapts own approaches to suit changing circumstances or requirements and has a consistent high-quality performance, even under pressure. Always pursues continuous improvements.
- Outstanding written and verbal communication skills, including demonstrated ability to tailor communications to be effective for a range of audiences and purposes.
- Highly organized, detail-oriented, and self-driven, takes initiatives and actions to accomplish tasks.



- Strong computer skills, especially the MS Suite.

**How to Apply:** For the abovementioned position, please apply through the online form – at <https://merojob.com/habitatnepal/>

*Habitat for Humanity Nepal is an equal opportunity organization. Women, persons with disabilities, marginalized and disadvantaged communities are encouraged to apply.*

**Application submission deadline is 28 February 2023.**

**Human Resources Department, Habitat for Humanity Nepal**

*We strive to keep our recruitment process consistent and fair. Only shortlisted candidates will be notified.*