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| **Job Title:**  | **Program Manager** |
| **Location:**  | **Abidjan, Cote d’ Ivoire** |
| **Contract duration:**  | **1-year contract with the possibility of renewal** |
| **Reporting to:** | Country Director Cote d’ Ivoire |
| **Open to:** | Residents of **Cote d’ Ivoire** |

**DevelopmentAid Recruitment Solutions (DRS)** islooking for a **Program Manager** for a not-for-profit organization who will lead the management and coordination of the education Program in Côte d’Ivoire (CIV), and support efforts aiming at scaling up the program in the country. The Program Manager (PM) will also support activities related to Content and Training (C&T), Measurement Learning and Evaluation (MEL), as well as other initiatives in the West and Central Africa region (WCA) as required. The PM will provide support to central teams and partners on cross-cutting initiatives and strategies aiming at improving programming, especially in the WCA region.

**Job Responsibilities:**

**Strategy**

* Contribute to the strengthening of government ownership and program sustainability by setting up reliable and efficient systems, structures, and processes and supporting the government in financial planning for scale-up.
* Design and adjust programs to be effective, scalable, and sustainable.
* Work with the research team to design and implement research projects/initiatives.
* Support the communication, advocacy, and fundraising strategies, as well as donor management.

**Program management and coordination**

* Manage the coordination of different stakeholders (government, partners, country, and central teams) in line with educational programs, policies, and goals.
* Engage with internal and external experts to evaluate program impact and gather data for decision-making.
* Track program activities and progress against action plans and deliverables.
* Lead reporting process: ensure quality submission of internal and external narrative and financial reports.
* Support country-level financial management through the monitoring and management of relevant budgets.

**Program implementation (Content and training)**

* Ensure proper and quality implementation of interventions in the field with a view to continuous improvement.
* Develop expertise in the approach; provide support to the development and improvement of pedagogical content for Reading and Maths; ensure smooth communication between country and central technical teams.
* Provide technical support to other programs in the French-speaking West and Central Africa region.
* Ensure lessons learned and good practices are shared and evidence from the program is applied to improve it.

**Partnership management**

* Develop, maintain, and strengthen critical relationships with government, policymakers, donors, and other partners.
* Represent the client at events and technical working groups in Côte d’Ivoire and in the region as needed.

**Team management**

* Manage, support, and work closely with the Content and Training Associates and the Program Coordinator.
* Collaborate closely with the Senior MLE Associate, the Finance and Admin team in Côte d’Ivoire, and the central team.
* Create a cohesive, creative, and comfortable working environment while keeping team members motivated.

**Expansion in other francophone countries/across West Africa**

* Support other initiatives and programming across West Africa.
* Assist in the development of new program proposals.
* Work with the Central Team to identify and manage potential risks in new programs.

**Qualifications**:

**Required Minimum Qualifications**:

* A master’s degree in Social Sciences, Project/Program Management, or a relevant field.
* Around 5 to 7 years of work experience in the educational field.

**Required minimum Skills and Competencies**:

* Strong interpersonal skills; ability to work with various stakeholders and create trusted relationships.
* Excellent organizational skills; capacity to manage multiple tasks with competing priorities.
* Ability to think critically and analytically, and to identify and troubleshoot issues.
* Strong interest in children’s learning and quality education.
* Working knowledge of academic policies and processes.
* Experience working in an international context.
* Excellent writing and verbal communication in French & English.

**Desirable Skills:**

* Proven experience working in West Africa, with specific expertise in Côte d’Ivoire.
* Demonstrated experience collaborating with stakeholders on educational initiatives in Côte d’Ivoire.

**HOW TO APPLY**

Please provide an application including the following:

1. CV;
2. Earliest possibility to start providing inputs, if selected;
3. Your financial expectations in gross per month (in XOF currency);
4. Confirmation of the right to work in Cote d’Ivoire.

The applications in English should be submitted to **d.durnea@developmentaid.org** under the title **DRS 11656 – Program Manager, Cote d’Ivoire**. Due to the high number of applications received, we can reply to shortlisted candidates only. Please note that the above requirements can be modified during the recruitment process according to the client's procedures.