

## HABITAT FOR HUMANITY EGYPT

### Senior Program Manager

**Habitat for Humanity Egypt (HFHE)** is a branch of Habitat for Humanity Middle East. It has been operating in Egypt since 1989 in forty communities in five governorates to respond to an urgent need for housing interventions. It has improved the housing conditions of more than 40,000 houses in Upper Egypt for low-income communities through local strategic partners. Strategic local partner NGOs work closely with the organization's National Office to provide housing services to vulnerable, low-income communities to improve the functionality, quality, and safety of their houses.

HFHE aims to participate in improving and providing adequate, safe, and healthy homes for communities in dire need through housing solutions and services it provides to its beneficiaries. The organization's vision is to create a comprehensive and appropriate housing system for low-income and marginalized communities through the development of a participatory and inclusive housing system, in line with Egypt's 2030 vision to preserve the environment and work on sustainable development through the optimal use of resources; to ensure a safe and more efficient future for new generations.

**Job Location: Egypt**

**Travel: Local**

Reporting into the National Director, the Senior Programs Manager (SPM) will provide leadership in the strategic development and execution of all Habitat for Humanity Egypt's programs in line with the overall organizational strategy. She/he will initiate and lead change to remain innovative programming and ensure that HFHE's program is adaptable to changing environments. The SPM has responsibility to lead program strategy, and to drive and oversee all programs, directly supervising senior program staff and overseeing project coordinators. Key focus areas will include low cost housing projects management, water and sanitation project management, and volunteer program management. The SPM has also responsibility for ensuring effective partnership management practice, coordination with key stakeholders and representation with relevant agencies.

#### **Main Responsibilities:**

##### **1. Program development and management**

- Lead program strategy formulation and its regular refinement, including development of goals and objectives, and oversee the process of designing appropriate approaches to attain them.
- Develop and manage the program department budget and operational plan, in support of HFHE's strategic plan.
- Design, lead, manage and implement large and integrated housing and development projects.
- Develop project proposals for substantive institutional grants and consequently, manage a large complement of staff.
- Manage and work collaboratively with program leads and team members to ensure necessary program design, planning, development, resource availability, and management activities function smoothly and efficiently.

- Contribute to the programmatic leadership to ensure strategic programmatic and financial integrity of all projects.
- Lead the development of innovative program and project concepts in all areas, including urban and rural programming.
- Coordinate with Finance and Resource Mobilization teams to ensure compliance, quality and timely implementation of low-cost housing projects for the poor, WASH initiatives and other relevant projects

## **2. Program monitoring and evaluation**

- Lead key staff in preparing and tracking the progress of project and activity budgets.
- Supervise the monitoring, evaluation, accountability and learning (MEAL) function, providing support and guidance for all program reporting.
- Drive the projects monitoring and evaluation to ensure project targets are met.
- Ensure compliance with operational policies, delivery and reporting requirements on all grant-funded projects.
- Support knowledge management and sharing efforts, including distilling key lessons and making documents available on Habitat's knowledge management sites.
- Promote and support the dissemination of project information among the project teams and stakeholders.

## **3. Team leadership and Management**

- In collaboration with HR, recruit competent team members for the program department.
- Manage the effective implementation of HFHE's performance management system within the program department
- Ensure that all relevant HR policies and practices are adhered to and that people-related issues are managed and dealt with timeously within the program department
- Demonstrate strong leadership, both to the program team and the national organization as a whole, by motivating, inspiring, challenging and growing the program team and their competencies
- Ensure capacity building and leadership in project staff.

## **4. Representation and Partnerships**

- Develop, nurture and manage all key program and project stakeholder relationships – including donors, volunteers, community leaders, government department and partners
- Lead and facilitate project meetings with project partners to ensure participatory and collaborative approaches are used in project execution.
- Coordinate and/or represent the project team in professional circles through meetings, conferences, and presentations.
- Develop and/or review documents, reports and presentations according to donor guidelines for internal program needs and externally for dissemination.
- Coordinate and collaborate with communities, government officials, donors, stakeholders, staff and consultants for effective needs analyses, project design and implementation.

**Applicants should have:**

- A degree in Social sciences/ Development Studies / related discipline required, Master's Degree or equivalent desirable
- At least 10 years' experience managing development programs in INGOs.
- At least 7 years' experience supervising and managing teams
- Skilled in writing technical and programmatic documents, such as project concepts, project proposals, work plans, budgets and reports.
- Good understanding of low-cost housing, WASH and urban development would be advantageous.
- Grant management experience shall be an added advantage.
- Good understanding of monitoring and evaluation of programs and use of data for decision-making.
- Excellent presentation skills; and verbal and written communication skills.
- Excellent donor and partner relationship skills as well as new program development skills.
- Ability to travel regularly within the country with limited travel abroad as well.
- Strong organizational skills with ability to manage multiple projects simultaneously.
- Ability to determine work priorities and adhere to deadlines.
- Ability to work with other cultures. Patience and perseverance in understanding and explaining issues with field staff.
- Ability to address issues and effect change through persuasion and diplomacy.
- Flexibility and independence to work in a changing and unstructured environment. Ability to work interdependently within a team.
- Creativity and innovativeness.
- Ability to interact with senior level international and national professionals, donors, and partners.
- Active support of HFHI Values:
  - **Humility** – We are part of something bigger than ourselves
  - **Courage** – We do what's right, even when it is difficult or unpopular
  - **Accountability** – We take personal responsibility for Habitat's mission

***Safeguarding:*** HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. 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



We build strength, stability, self-reliance *and* shelter.

### **Application Procedures**

Please submit your CV along with a cover letter to [hr@habitategypt.org](mailto:hr@habitategypt.org) , with the subject line clearly indicating your name and the position you are applying for (ex. FirstNameLastName\_PositionTitle). Please do not attach any other documents while sending your applications, if required they will be requested at a later stage.

Please note that only shortlisted candidates will be contacted.

### **The closing Date for Applications 15<sup>th</sup> December 2024.**

The position offers a competitive compensation and benefits package in the nonprofit organization market.