I. Position Information

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Programme Manager (18 months fixed term) with potential for extension</th>
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<tbody>
<tr>
<td>Location</td>
<td>VFAN Office Accra, Ghana</td>
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<tr>
<td>Reports To</td>
<td>Head of Programmes (UK)</td>
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<tr>
<td>Salary and Benefits</td>
<td>Competitive salary commensurate with experience</td>
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II. Organisational Context

Vision for a Nation (VFAN) is a multi-award-winning UK charity. We are helping people to fully contribute socially and economically to their communities by ensuring they have access to basic eye care services. Over the last 5 years with the support of our founder, philanthropist James Chen, together with funding from DFID, USAID and UBS Optimus Foundation we have transformed eye care in Rwanda and in 2018 are starting up programmes in Ghana and The Philippines while also working with global corporations to vision screen their work forces. We will also be harnessing the power of technology – by working with entrepreneurs, tech firms and innovators so that the challenge of poor vision can be addressed quickly and effectively.

We need great people to help us on this journey and we’re looking for an excellent, experienced Programme Manager to join our team. We are looking for a highly motivated individual, a self-starter that loves working in development and is genuinely interested in ensuring all Ghanaians can access affordable, quality eye services. We’re looking for someone that is willing to develop with the organisation, has an entrepreneurial spirit and is adaptable to change within a growing organisation. You don’t need to have a public health or eye care background to work with us. We need our people to be self-starters, innovators and able to get on and work with people from many cultures and backgrounds.

The successful candidate must have the legal right to live and work in Ghana.

To learn more about us visit our website at www.visionforanation.net
### III. Job Purpose

Reporting in to the Head of Programmes in the UK, the Programme Manager role is to implement VFAN’s programme on the ground in Ghana, including: managing the daily programme activity; building strong, effective working relationships with VFAN partners and stakeholders across the private, public and charity sectors; and support fundraising work both in Ghana and the UK. The role will report in to the Head of Programmes based in the UK and will also work closely with other VFAN staff in the UK to achieve VFAN’s organisational objectives.

This role requires the ability to travel extensively within Ghana, to and within the Central region in the next 18 months to ensure effective management, monitoring and evaluation of our work. We anticipate there will also be the opportunity for some international travel within Africa, and to the UK.

This role would be ideal for someone with at least 3 - 5 years’ experience of working in NGO programming and is looking for a new challenge, to take on more responsibility and contribute to a small but growing international development organisation.

### IV. Functions / Key Responsibilities

#### Programme Strategy
- Support the HoP to successfully implement VFAN’s Programme Strategy in Ghana
- Contribute to programme strategy planning for Ghana
- Act as VFAN representative in Ghana, representing our interests with a wide range of stakeholders, partners and communities.

#### Programme Management
- Develop programme designs, plans (including log frames) and budgets
- Implement approved programme plans to time and budget
- Manage financial budgets and financial reporting for programmes 2018 including tracking actuals and conducting budget variance analysis
- Develop monitoring, reporting and evaluation processes and methods
- Monitor programme implementation to ensure delivery against agreed programme design/plan targets/metrics and budgets
- Complete progress reporting ensuring reporting schedules, deadlines and standards are met
- Responsible for pro-active risk identification & mitigation and issue identification & resolution

#### Fundraising and Donor Management Support
- Provide support to fundraising team to conduct research to inform proposal, develop concept notes, proposals, applications and complete donor reports
- Contribute to the capacity building of the wider VFAN team through sharing Programmes content e.g. team briefings, presentations, hosting Ghana based visits

#### New business development
Support the Head of Programmes in the identification and design of new partnerships, programmes and projects in Ghana.

#### Administration
- Complete programmes administration including (but not limited to); maintaining accurate project records, maintaining detailed spreadsheets, correspondence with partners
- Complete logistics for team visits including arranging transport, accommodation, schedule planning, visit budgeting, and reporting.

#### Other
- Represent VFAN at external events and meetings, occasionally these may be outside of regular working hours
- Carry out other reasonable duties as assigned by the HoP from time to time
V. Competencies

- Self-starter who is confident, assertive and comfortable working with a high level of autonomy
- Excellent project management skills
- Strong analytical skills and attention to detail including:
  - Analyse and interpret detailed financial information, identify and resolve issues
  - The ability to collate, analyse, and present complex data from multiple sources
- Excellent verbal and written communication skills and ability to organise and present information in a compelling way to differing audiences at all levels
- Confident communicator, comfortable presenting and communicating with different audiences, at different levels of seniority and using different methods
- Ability to manage a wide, varied and changing workload, to prioritise effectively, and deliver to deadlines
- Understanding of, and ability to write and edit donor proposals, reports, briefings, case studies and presentations
- Strong team player with the ability to quickly establish and build effective working relationships with people at all levels (often remotely)
- Flexible and mature outlook with the ability to adapt to a rapidly changing organisation
- Strong sense of ownership for quality of work, deliverables and service
- Comfortable working in a small team and within a small, dynamic organisation
- Confident and proficient user of MS Office programmes - Word, Excel, PowerPoint, and Excel

VI. Qualifications and experience

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<th>Education</th>
<th>Essential: University Bachelor’s degree (preferably in Public Health, International development or another relevant field)</th>
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| Experience | **Essential:**  
  - Experience of working in international development (at least 3 years) and a good understanding of current priorities, challenges and issues within international development. This experience may be gained in any development sector and region/country  
  - Experience (gained in any sector) in:  
    o Implementing successful programmes and projects  
    o Developing and managing grants and/or contracts  
    o Developing and managing stakeholder relationships  
  - Experience of developing and/or managing detailed budgets  
  - Results oriented focus, proven experience of working with, and delivering to metrics and targets  
  - Proven experience in managing or supporting the implementation of monitoring, reporting and evaluation approaches and systems within an international development context  
  **Desirable:**  
  - Experience of work or travel in a range of developing countries  
  - Experience of fundraising from institutions (e.g. DFiD) and/or corporates  
  - Understanding of visual impairment and blindness issues.  
  - Understanding of the UK charity sector |
| Language Requirements | Fluency in spoken and written English |
| Travel | This role will involve significant domestic travel within Ghana and occasional overseas travel to other African countries and the UK |

**Date of Issue: 18th May 2018**
To apply please send your CV and a covering letter outlining why you are interested in this role and how your experience meets the requirements to louise.storey@vfanf.org by COB Wed 06 June 2018. Following review of applications selected candidates will be invited for interview in our Accra office where interviews and a written exercise will take place. We hope to hold first round interviews Wed 20th/Thu 21st June and second round interviews Tue 26th or morning of Wed 27th June (these dates are indicative and may change dependent on the availability of interviewers). The role is available from 1st August 2018 and the start date is flexible.