

Family Health Association of Iran

Title: Programme Manager

Duty Station: Tehran

Supervisor: Chief Executive Officer (CEO)

Purpose of the Post:

Under the general supervision of the CEO, contributes to, data analysis, project design, planning, implementation, monitoring and the evaluation of FHA Iran's projects. The programme Manager will be responsible for the day-to-day supervision of the programme to the CEO. S/he will coordinate the work on a daily basis with the head of the FHA Iran Office. S/he will be a seasoned expert in one or several of the substantive areas related to consolidation of SRHR, and will bring this expertise to bear to create linkages and synergies between the programme components.

The Programme Manager works closely with national and international counterparts to prepare strategies and work plans for the programme on "Consolidation of HIV/AIDS and SRHR".

The Programme Manager ensures proper project documentation and prepares regular Progress Reports for the Programme Board. Where needed, s/he would provide technical assistance and coordination support to the preparation by national partners of Annual Work Plans and assist the design of implementation strategies and budgets. The Programme Manager will also work closely with the Development Partners that are providing support to the project and ensure information-sharing on essential progress issues.

Summary of key functions:

- . Provides strategic leadership to programme implementation;
- . Performs programme management functions in support of the national Implementing Partners;
- . Ensures the provision of effective technical assistance to project implementation;
- . Provides innovative and proactive liaison and coordination services to project steering, implementation and dissemination;
- . Facilitate knowledge building and knowledge sharing.

Major Duties and Responsibilities:

1. Provides Strategic Leadership to Project Implementation, focusing on achievement of the following key results:

- Quality assistance to the Government and national implementing institutions in the identification/design/preparation of activities.

- Synergies between programme components as well as the experiences from participating Development Partners (donors) brought to bear in project implementation.

2. Performs Project Management functions in support of the implementing partners and FHA Iran focusing on achievement of the following key results:

- Implementing institutions assisted in developing results-based Annual Work Plans that clearly set out the quarterly and output targets, indicators, activities, resource requirements, and budget;

- Timely disbursement and reporting on funds;

- Effective supervision and guidance to project personnel in ensuring effective programme implementation;

- Support to national implementing partners in the coordination of activities to ensure their efficient and effective contribution to programme outcomes;

- Implementation of a comprehensive Monitoring and Evaluation system for the project and regular monitoring of activities;

- Sharing information regularly on the progress of project implementation, and any relevant issues, including the updating of project monitoring and issue logs;

- Management of financial and human resources according to FHA Iran rules and regulations for national implementation;

- Preparation of quarterly progress reports detailing progress against the output targets, and the activities undertaken in support of these;

- Timely periodic reports: quarterly, annual and as and when required.

- At the end of each year and the end of the assignment, prepare and provide a comprehensive final report on the activities of the project, including accounting for all the disbursements, and financial audits that will be undertaken under the project for presentation to the cost-sharing partners.

3. Ensures the provision of effective technical assistance to project implementation, focusing on achievement of the following key results:

- Ongoing support and advice to activities, and coordination of the provision of such advice through project resources

- Provide capacity development support for consolidation of SRHR strengthened

- First port of call for the implementing partners, wither through provision of direct technical assistance or identification and facilitation of alternative support options; and

- Backstopping of experts providing technical assistance to the implementing partners.

4. Provides innovative and proactive liaison and coordination services to project steering, implementation and dissemination, focusing on the achievement of following key results:

- Stakeholders apprised of project progress through regular updates;
- Interlink ages between constituent components of the project actively promoted;
- Coordination with donors and other development partners on all elements necessary for successful implementation of the programme;
- Communication strategy developed and implemented to ensure that programme results are known and understood by a wide constituency.

5. Ensure facilitation of knowledge building and knowledge sharing within the different implementing partners focusing on achievement of the following results:

- Identifying and codifying good practices globally and regionally for consideration in Iran;
- Ensuring effective linkages with other (development) partners active in consolidation of democracy through for example preparing succinct briefings and concept notes to the Development Partners' Consultative Forum, promoting and supporting the establishment of joint technical working groups of development partners in the area of SRHR, representing FHA Iran at the technical level in these working groups;
- Synthesis of lessons learnt and best practices; and
- Sound contributions to the governance community of practice in FHA Iran and effective usage of this community for support to the efforts in Iran;

Qualification and Experience:

- Master's Degree or equivalent in Public Health, Health sciences, Social Sciences or related field.
- At least five years of experience in analytical and practical work in such areas as (a) working with UN agencies, government, (b) institutional analysis and design, development planning, project design and implementation, monitoring and evaluation of development projects/programmes.
- Leadership and project management skills, including strong project monitoring skills.
- Excellent communication and interpersonal skills.
- Experience and proficiency in the use of computers and office software packages.
- Fluency in spoken English and good command of written English is required. Knowledge of the local working language of the duty station is necessary.
- Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of programme, managing data, reporting.
- Demonstrates openness to change and ability to manage complexities.

General knowledge of:

- Methodology of programme/project management
 - Education Programmatic goals, policies and strategies
 - Knowledge of global education issues, specifically relating to children and women
 - FHA Iran policies and strategy to address SRHR issues, including: conflicts, natural disasters, and recovery.
 - Rights-based and Results-based programming in FHA Iran.
 - FHA Iran programme policy, procedures and guidelines in the Manual.
 - Strategic Plan.
 - Gender equality and diversity awareness.
 - Government development plans and policies.
 - Knowledge of local conditions and country legislation relevant to FHA Iran programmes.
 - IPPF policies and strategy to address international SRHR issues and the responses.
- Good knowledge of current developments in the field of SRHR, good understanding of issues of vulnerable population in Iran and acquaintance with the field of protection.
 - Demonstrated ability to work in a multi-cultural environment, and establish harmonious and effective working relationships both within and outside the organization.
 - Initiative, passion and commitment to FHA Iran's mission and values.