

JOB DESCRIPTION

Job Title: Programme Manager
Department: Programmes
Duty Station: Country Office Lanzhou (Gansu) with regular travel to field areas
Reports To: Country Representative/ Matrix Management by Regional Desk

Summary:

Programme Manager (PM) is a senior management level position with the responsibility of supporting Project Managers and implementing partners (GANGO, CFPA) in planning, implementing and executing Islamic Relief China's programmes and projects. Duties associated with this position involve monitoring overall programme quality, project progress, budgets, identifying challenges, providing timely solutions and motivating the team members to implement quality programmes with effectiveness and efficiency.

Overall Responsibility:

The PM will be responsible for advising and assisting Country Representative/Regional Desk at IRW on all aspects of programme management under the Project cycle Management (PCM). The position will also be responsible to introduce tools and systems to strengthen the implementation and quality of interventions by supporting implementing partners/ Project managers. It will specifically include day-to-day support, assisting in development of new programmes, active monitoring and support in evaluations, networking, financial management and reporting. The PM will represent IR China in meetings at national and/or provincial level (as required) and extend support to country team to establish strong coordination with other humanitarian agencies and government representatives. The position will also be responsible for improving the quality and standards of IR's long-term development programmes and ensure sustainability of IR programmes. The position involves extensive travelling for support and monitoring of IR programmes.