

## **JOB DESCRIPTION FOR LCN PROGRAMMES DIRECTOR**

**JOB TITLE:**                    **PROGRAMME DIRECTOR**

**REPORT TO:**                    **EXECUTIVE DIRECTOR**

### **BACKGROUND**

The Lesotho Council of NGOs (LCN) is dedicated to offering supportive services to its members through networking, leadership, information, training, coordination and representation of their interests when dealing with Government, international NGOs, donor agencies and others.

LCN Members have been classified and organized into now 6 Sectoral Commissions for effective coordination and management of member programs. The main objective of establishing Commissions is to group NGOs with similar objectives and/or programs together to facilitate networking among members and as well as coordination. The Programme Director will report to the Executive Director for the following key responsibilities:

<b>Primary Responsibilities</b>	<b>Key Performance Indicators</b>
i. Provides technical management in the designing, coordinating, monitoring, evaluating and reporting on programmes of the LCN Commissions.	a) Commissions Collective action strategy document b) Monitoring, Evaluation and Reporting Plan.
ii. Responsible for ensuring compliance with the overall LCN objectives and approved strategic framework, operational guidelines and priorities.  iii) Supervise the Commission Coordinators to achieve the set targets and goals of LCN	a) Technical guidance reports b) Policy guidance and development plans c) Monitoring visits reports. d) Commissions appraisals of activities plans report e) Commissions' implementation reports
iv. Coordinate, monitor and evaluate implementation of the LCN programmes or activities and those of member organisations as need may arise in compliance with set budget provisions and financial producers.	a) Commissions Coordinators consultative reports b). Minutes with Line Ministries and other relevant institutions. c). LCN consolidated master plan
v. Assess staff and commission needs and implement capacity building programme for both LCN staff and LCN Commissions.	a) Staff needs assessment report b) Commission needs assessment report c) LCN institutional needs assessment report d) Capacity building implementation plan e) LCN staff and commissions training reports
vi) Prepare and submit to Executive Director and development donors monthly, quarterly and annual reports on the operations of LCN	a) Monthly, quarterly and annual reports
viii) Attends all technical and procedural matters relating to programme implementation	a) Intervention reports on matters related to programme implementation

ix) Advice Executive Director on issues pertaining to programmes or activities management of LCN	a) Reports on advices and recommendations given
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<b>Programs Coordination key Responsibilities</b>	<b>Key Performance Indicators</b>
i. To facilitate Networking and collective action across Commissions' programmes.	a) Commission Collective action strategy document. c) Monitoring, Evaluation and Reporting Plan.
ii. Maintains networking with technical and cooperating partners, peer institutions from Government involved development and strengthening of civil society.	a) Annual plans b) Consultative meetings minutes. c). Minutes of meetings with Line Ministries and other relevant institutions. d). Partnership/agreements documents

<b>Implementation of Commissions plans management</b>	<b>Key Performance Indicators</b>
i. Liaises with Director and commissions coordinators to harmonise and coordinate mobilisation of resources in pursuit of programmes and projects.	a) Project proposals developed b) Minutes of the commissions coordinators and director c) Funding opportunities identified and funding sourced
ii. Ensures and guides Commission Coordinators to comply with donor requirements.	a) Monthly project reports b) Monitoring and Evaluation reports based on the project logical frameworks
iii. Maintains inventory of programs and projects.	a) projects and programmes inventory reports
iv. Prepares periodic reports on the status of programmes and projects.	a) Periodic reports on the status of programmes and project
v. Prepares medium-term review reports on the status of programmes and projects. Prepares medium-term review reports on the status of programmes and projects.	b) Medium-term review reports
vi. Be part and support LCN management team activities	a) LCN management team attended

<b>Performance Management Key responsibilities</b>	<b>Key performance indicators</b>
i. Approves staff work plans to ensure adherence to LCN's plans and objectives.	a) Staff work plans
ii. Reviews staff training plans and submits to Executive Director for approval.	a) Staff training plan recommendations

iii. Ascertains timely filling of performance appraisal forms	a) Performance appraisals
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## **JOB SPECIFICATION**

### **Education and Training**

Master's Degree in Economics/Business Administration/Social Sciences with at least 2 years experience in a relevant setting

Or

First degree in one of the above areas with at least five (5) working years' experience in civil society.

### **Experience**

A relevant candidate must have an extensive experience in Project Management as well as donor funded programmes, preferably in NGO setting

### **Knowledge, Abilities and Skills**

- Excellent analytical and writing skills.
- Policy research and analysis skills
- Project management
- Excellent teamwork and people management skills
- Excellent communication and interpersonal skills
- Good Negotiation and problem-solving skills
- Proficiency in Micro-Soft Office, databases and internet.
- A valid drivers licence
- Good financial management skills.
- Ability for high level interaction at national and international levels with good interpersonal skills

### **Attributes:**

- Visionary
- Self-driven
- Innovative and creative
- Patient
- Integrity
- Courteous
- Team builder