



TEL +27 11 339 1468 | WWW.IRANTI.ORG.ZA  
PO BOX 31219 BRAAMFONTEIN

### JOB DESCRIPTION

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| Job Title  | <b>Programme Manager</b>  |
| Reports to   | Director  |
| Hours  | Full-time   |
| Place of work  | Johannesburg  |
| <b>Overall Purpose</b>   |   |
| The incumbent will provide direction and oversight to the entire programme unit of Irantí. Specifically, s/he/they will manage and lead Irantí's advocacy strategy at national, regional, and international level. |   |
| <b>Key responsibilities</b>  |   |
| <b>Programme development, planning, implementation, monitoring and evaluation</b>  |   |
| 1.   | To lead on the development and implementation of the programmes as outlined in the Strategic Plan   |
| 2.   | Lead the workplan and monitor progress of the entire programme unit (activities, outputs, outcomes and impact)  |
| 3.   | Produce regular reports on the progress, results and lessons learned from the programmes  |
| 4.   | Ensure all narrative and financial reports are completed and in accordance with donor contracts and requirements  |
| 5.   | Develop terms of reference and manage external consultants supporting programme delivery  |
| 6.   | Provide leadership and management to the entire Programme Unit  |
| <b>Staff management and development</b>  |   |
| 1.   | Provide line management support to staff of varying education, skills and experience levels, ensuring they working effectively, efficiently, are happy and fee challenged |



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| 2.  | Create an enabling work environment that fosters learning and innovation, where programme staff achieve their potential                 |
| 3.  | Monitor staff performances including designing and conducting annual performance reviews  |
| 4.  | To provide on-going supervision and guidance to staff to ensure effective performance and compliance with relevant systems and policies |
| <b>Manage and lead Irantí's advocacy strategy</b>       |   |
| 1.  | Co-developing the advocacy strategy with relevant teams   |
| 2.  | Managing the advocacy programme officers and other staff  |
| <b>Development and management of budgets</b>            |   |
| 1.  | In conjunction with the finance team, produce accurate financial reports and forecasts for internal use and for the donors and funders  |
| 2.  | Monitor project expenditure ensuring adherence to the budget, including regular verifications with the financial Team                   |
| <b>Resource mobilisation and partnership management</b> |   |
| 1.  | Work with the Director to identify new sources of funding and support for the programmes  |
| 2.  | Liaise with donors and relevant stakeholders on the programme status, sharing achievements, lessons and challenges                      |
| 3.  | Working with the Director, draft proposals for the various aspects of programme development   |

| Essential Criteria |   |
|--------------------|---|
| 1.                 | A minimum of 2-5 years of project management experience |
| 2.                 | Tertiary level education                                |



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| 3.                 | Experience of working on issues of diversity and inclusion                             |
| 4.                 | An understanding and appreciation of the intersectionality of oppression and struggles |
| 5.                 | Organised, responsible and an effective communicator in English                        |
| 6.                 | Ability to think creatively and out-of-the box   |
| 7.                 | Ability to lead and manage a team with minimum supervision                             |
| 8.                 | Willingness to travel regionally and internationally                                   |
| Desirable Criteria |  |
| 1.                 | Experience of working in the LGBTIQ/human rights sector                                |
| 2.                 | Experience of working regionally and internationally within the NGO sector             |

### REQUIREMENTS

#### TO APPLY

Interested candidates must have a valid South African residency and/or Work Permit and should submit the following:

1. A CV (max 3 pages)
2. A Motivational Letter (max 1 page) outlining suitability and reasons for applying

**Do not** send copies of Certificates. Incomplete applications will be rejected.

Applications to be submitted by email to: [recruitment@iranti.org.za](mailto:recruitment@iranti.org.za)

Closing date: **4 April 2021**

This is a re-advertisement. Previous candidates are requested not to apply.

Irantí is an equal opportunity employer. We especially encourage and invite members of the LGBTIQ community to apply.