



# Job Description

Tzedek International Development Foundation

An NGO Registered in Ghana

## **Title:** Programme Manager, Tzedek International Development Foundation (TIDF)

### **Objective:**

The Programme Manager will be the lead officer responsible for delivery of all the development programmes undertaken by Tzedek and TIDF, in Ghana. They will manage the office and systems required to deliver the functions of TIDF and supervise field and administrative staff as and when they are appointed. They will be responsible for budgeting and reporting as well as administration of TIDF. They will be responsible for providing Tzedek (UK) with photos and stories for fundraising in the UK. The position will be based in Tamale, Northern Region.

<b>Reports to:</b>	Ghana Country Director
<b>Location:</b>	Tamale, Ghana
<b>Contract:</b>	Renewable
<b>Commencement:</b>	February 2019
<b>Salary:</b>	Competitive for suitably qualified candidate
<b>Line Manages:</b>	Field Officer, admin staff and security staff as appointed

### **Organisational Background:**

In the spring of 1990 a group of UK Jewish activists proposed a series of open seminars on global issues to be held under the name Tzedek (*justice*). These seminars set the tone for the organisation – rooted in Jewish values and seriously engaging with the reality of development work with all its complexities.

For the past 25 years Tzedek has been working within countries across the world as part of the wider global effort to reduce extreme poverty. During this period, Tzedek has always maintained a special focus on Ghana. In Ghana, working with both local and national partner NGOs, Tzedek has contributed to the social and economic development of dozens of communities. Tzedek's current strategy states that we will:

- **Work with communities in Northern Ghana to enable young people to stay in school, achieve meaningful learning outcomes and gain the skills and confidence they need for productive and secure employment.**
- **Play a significant part in the sustainable alleviation of extreme poverty, building the capabilities, opportunities and prosperity of families and communities in targeted regions of Ghana and India; and**
- Inspire the UK Jewish community to donate, fundraise and volunteer.

Tzedek's work in Northern Ghana has seen the organisation's work refocus on targeting the most impoverished communities. Moving towards an approach which seeks to promote community development using a grass-roots approach, specifically targeting community-identified challenges, especially in the fields of education and livelihoods. To facilitate this work and give us greater flexibility Tzedek has registered a Ghanaian NGO Tzedek International Development Foundation as a wholly owned subsidiary of Tzedek (UK)

Tzedek's work in Northern Ghana thus comprises three main activities:

- Direct funding of partner NGOs in Ghana
- Direct development work through our-registered NGO, TIDF (Ghana)
- Creating and supporting ethical and sustainable volunteer opportunities for UK volunteers in Ghana.

Currently small in scale, Tzedek and TIDF have plans to grow rapidly in the next three years and are recruiting a small and vibrant new team who believe deeply in the values of international development to work together to deliver these aspirations.

<b>Main Responsibilities:</b>
<b>1. Strategy</b>
<b>Description:</b> The Programme Manager will work closely with the Ghana Country Director to further refine a locally-relevant strategic development plan which will connect the assets which Tzedek has to contribute (both funding and also expertise) to those organisations and those communities which stand to benefit the most from them.
<b>Deliverables:</b> 1.1 Contribute to the Ghana Strategic Plan and annual updates 1.2 Coordinate the ongoing mapping & scoping of local needs and development priorities 1.3 Engage with local, national and international NGOs to understand development agendas and opportunities for collaboration 1.4 Work with district, regional and national Governmental bodies to understand development agendas and priorities.
<b>2. Leadership</b>
<b>Description:</b> As a senior member of the team, the Programme Manager will be expected to uphold and maintain the values, ethics and culture of the organisation as practised through the way in which the day to day work is carried out; partnerships are formed and maintained; and, critically, in keeping local communities at the forefront of the organisation's priorities.
<b>Deliverables:</b> 2.1. Lead the team and partners to ensure programmes and projects are delivered efficiently on time and within budget 2.2. Ensure that projects are developed and executed with an emphasis on grassroots co-development and participation of local communities 2.3. Ensure that projects are developed and executed in a manner which is consistent with Tzedek's values, ethics and culture 2.4. Ensure that all staff and all partners understand and comply with Tzedek's policies on Safeguarding and Child Protection, Anti-Modern Day Slavery and Human Trafficking, Whistleblowing, Complaints and the Code of Conduct.

### 3. Programme Management & Technical Assistance

**Description:**

Working alongside the Country Director Ghana, the Programme Manager will facilitate Tzedek's registered NGO, TIDF, to become fully established. This will include establishing locally relevant systems and procedures for the effective operation of the NGO.

They will support partners delivering existing programmes especially in the areas of financial accountability, monitoring and evaluation. They will assist with the identification of new partners and projects and support new partners through the application process.

Tzedek currently sends a number of youth leaders from the UK to work with Ghanaian counterparts in the Northern Region to develop leadership skills and to participate in community development programmes. The Ghana Country Director, in close collaboration with the Board, Executive and the Volunteer and Education Manager has the responsibility for providing a conducive and safe atmosphere for Ghanaian community members and UK volunteers. The Programme Manager will assist with this element of Tzedek's programmes especially with logistical support and guidance.

**Deliverables:**

- 3.1. In collaboration with the Country Director, to complete the setup of TIDF including ensuring compliance with all local and national legislation relevant to NGOs and Ghanaian employment law.
- 3.2. In collaboration with the Country Director, to manage TIDF including taking specific responsibility for developing and overseeing the organisation's financial management processes and HR systems and procedures.
- 3.3. Develop project proposals, log frames, budgets, and methodologies, in association with the Country Director, for consideration by Tzedek's Development Team (a sub-committee of the Tzedek Board).
- 3.4. Project Management of agreed programmes, including implementation of plans, management of budgets and conducting monitoring and evaluation according to agreed criteria.
- 3.5. Contribute to the TIDF annual report.
- 3.6. Support Volunteer Programmes through providing logistical support and guidance to volunteers while in-country.

### 4. Fundraising

**Description:**

All of Tzedek's funding is derived from donors be they individuals, companies, trusts or large charitable donors. Every member of staff has the responsibility to identify potential new funding sources and to maintain good relations with our existing funders. TIDF is particularly well suited to raising funds within Ghana and the Programme Manager will assist with identifying and utilising such opportunities.

**Deliverables:**

- 4.1. Work in close collaboration with Tzedek fundraising department, helping to source multi-media materials in support of fundraising proposals and campaigns.
- 4.2. Work with the Tzedek fundraising team in making direct pitches to major and institutional donors in Ghana for specific projects.
- 4.3. Speaking at events as required to advocate about the work of the organisation, both Tzedek and TIDF
- 4.4. Identify opportunities for funding available to locally registered NGOs on both a solo and coalition basis.

**Person Specification – This position is only open to Ghanaian nationals**

**Qualifications:**

**Essential:**

Degree in International Development, Social Sciences, Education, Community Engagement or related field.

**Desirable:**

Master’s degree or Post-Graduate Diploma in a relevant subject

**Experience:**

**Essential:**

- At least 5 years’ experience working at a Programme Manager or Senior Project Officer level
- At least 3 years’ experience as a Project or Field Officer
- Team leadership experience
- Experience of capacity building
- Experience of new project development
- Monitoring and evaluation experience
- Knowledge and experience of financial management and accounting

**Desirable:**

- Experience in a management role for an international development organisation
- Human resource management experience
- Proposal writing and experience securing small grants
- Administration of a Ghanaian NGO
- Experience as an educator in schools or a teaching college
- Experience with youth empowerment projects and programmes
- Experience in delivering livelihood projects and programmes

**Skills:**

**Essential:**

- Strong sense of initiative and self-directed approach to working
- Strong understanding of international development and best practice
- Excellent organisational skills
- Meticulous attitude to time recording and expenses
- Excellent communication and teamwork skills
- Excellent written and spoken English language skills
- Competency in speaking Dagbani
- High level of competency in Microsoft Office Outlook, Word and Excel
- Driving licence for motorbikes and vehicles
- Willingness to learn about basic tenets of Jewish Religion, Culture and Ethics

**Desirable:**

- Fluency in Dagbani and other Northern Region languages
- Demonstrable success in grant and proposal writing
- Knowledge and experience in Participatory Rural Appraisal techniques
- Competency in other software applications including statistical packages
- Children and Vulnerable Adults Safeguarding and Protection Training