

Head of Programme Operations

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Dec 26, 2024

Published : Dec 19, 2024

Employment Status : Full Time

Experience : Any

Salary : As per company salary scale

Gender : Any

Career Level : Any

Qualification :

Job Description

About BRAC Afghanistan:

BRAC is a nongovernmental development organization originated in Bangladesh and currently working in 10 countries in Asia and Africa. BRAC began its operation in Afghanistan in 2002, has been implementing its development programs in education, health, citizens' charter Afghanistan programme as well as capacity development in the country.

Job Description:

- Contribute to programme design and proposal development for BRAC Afghanistan.
- Provide guidance to sectors on programmatic issues; programme planning, technical implementation, etc.
- Drive achievement of all project results and oversee project work planning, performance management, and risk forecasting and mitigation
- Ensure that all project assistance is technically sound and appropriate
- Work in close collaboration with program leadership to implement studies or operational research, supervising data collection and analysis and presenting results.
- Produce written reports on program activities, capturing the impacts of activities.
- Conduct field visits to all project sites and support field staff in smooth implementation of the programmes and to ensure quality as per the agreed standards and complains
- Advance the capacity building of programme team
- Define program indicators and develop data relevant resources and tools (including M&E plan, technical data collection tools, databases, dashboards and reporting templates), that align with the Humanitarian M&E Standards, donor requirement and overall BRAC goals.
- Ensure M&E plans and tools are developed by M&E team and analytical report are provided on time.
- Create and sustain a work environment of mutual respect where team members strive to achieve excellence.
- Set a team culture valuing learning and adaptive management in support of an ongoing resilience approach in programming
- Promote accountability, communicate expectations and provide constructive feedback via regular performance reviews.
- Provide technical support to the programme staff in planning, implementation, management, and monitoring of the project activities
- Conduct regularly monitoring of the performance and ensure the achievement of the projects outputs, goals and objectives.
- Guide technical and field teams to follow the organizational policies, procedures are maintained as per the organizational standards
- Maintain liaison with the donor, government entities and maintain close contact with other support functions of the country office and BI
- Support the team to ensure program quality and reporting requirements are ensured
- Management of project resources in a cost efficient manner and in line with programme budgets

Job Requirements:

- ☒ Professional knowledge in diverse development approaches, demonstrable leadership, organisational, managerial and communication skills
- ☒ Ability to think strategically, conceptualize new ideas, digest and analyze complex information and present coherent work plan or implementation plan
- ☒ Understanding of BRAC core competencies so that programme knowledge and skills can be transferred
- ☒ Entrepreneurial and proactive
- ☒ Work on own initiative with minimum supervision and to stay on task.
- ☒ Work under pressure and tight deadlines
- ☒ Ability to travel frequently
- ☒ Possess professional attitude and diligence and able to work independently as well as work in a team
- ☒ Ability to prioritize tasks and manage time efficiently
- ☒ Proven skills in networking and relationship building
- ☒ Strong analytical and information gathering skills
- ☒ Excellent writing and facilitation skills
- ☒ Strong communication and representational skills
- ☒ Strong administrative skills

Submission Guideline:

interested candidates are requested to send their application (complete C.V along with a cover letter and reference information) to Human Resources Department, BRAC Afghanistan,

To apply please click on the below link: <https://jobs.af/jobs/head-of-programme-operations-VPhbish0s>

Only complete applications will be accepted and short-listed candidates will be contacted.

BRAC is committed to safeguarding children, young people, and vulnerable adults and expects all employees and volunteers to share this commitment. Therefore, our hiring process includes extensive background checks and a criminal records disclosure to ensure safeguarding and to prevent harassment and abuse.

BRAC Afghanistan retains the right to not recruit for any of the positions advertised for here.

BRAC is an equal opportunities employer female are highly encouraged to apply.

If you have any difficulties to apply for this job, please contact to jobs.af technical team through WhatsApp: 0773020100

Submission Email:

<https://jobs.af/jobs/head-of-programme-operations-VPhbish0s>

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
