



Tree Aid WEST AFRICA

JOB DESCRIPTION: Head Of Programme Implementation

JOB TITLE	Head of Programme Implementation
REPORTING TO	West Africa Regional Director (WARD)
Direct Reports	Regional Monitoring and evaluation Coordinator,
Key relationships	Head of Finance & Resources (WA), Head of Programme Design Regional Communication and Advocacy Officer Country Programme Managers, Head of Programme Management (UK) , Programme Manager (UK) Regional Compliance Officer Head of Programme Quality and Advocacy Technical Advisor (UK), Monitoring Evaluation and Learning Advisor (UK), Country Procurement Officers
RESPONSIBLE FOR	Support to Projects Planning, implementation, Monitoring and evaluation, Quality delivery insurance and Procurement coordination
Objectives	<p>1) Ensure the successful implementation of Tree Aid's West Africa programme, strengthening relationships with Country Programme Managers and strategic partners, while effectively overseeing project implementation and the quality of procurement processes.</p> <p>2) Promote innovation in programmatic approaches, integrating tailored solutions to the challenges of forest restoration, climate change adaptation and livelihood resilience.</p> <p>3) Facilitate the regional sharing of knowledge, by capitalizing on and disseminating good practice between the different intervention contexts.</p>

	4) Contribute to the mobilization of financial and technical resources, by supporting the development of high-quality proposals and maintaining strategic relations with technical and financial partners.
LOCATION	Ouagadougou, Burkina Faso with regular travel to other Tree Aid programmes in Tree Aid WEST AFRICA (currently Senegal, Mali, Niger, Ghana)
TYPE OF CONTRACT	Determine 01 year renewable subject to performance and fund availability

This is a challenging function to ensure that the Tree Aid West Africa Programme achieves a sustainable impact on forest restoration, rural livelihoods and poverty alleviation and that Tree Aid captures evidence of change.

The **West Africa Head of Programme Implementation**, is a key member of the West Africa Senior Management Team and along with the Regional Director of West Africa the Head of Finance & Resources, the Head of Programme Design.

I- MAIN TASKS

1- Programme delivery Leadership

- Engage the projects teams to promote Tree Aid's values and mission in their day-to-day work.
- Responsible for overall delivery of the programme portfolio in West Africa ; Contract compliance - ensure that all programmes progress in accordance with grant agreements and are completed on time and to budget.
- Ensure that cross synergies exist among various sectoral programmes and the wider development portfolio – helping to nurture an environment of constant learning.
- Ensure programmes are implemented in ways responsive to the communities, and in line with Tree Aid values and strategic plan and following Tree Aid compliance procedures. This includes working with government and national NGO partners to strengthen national capacity.
- Responsible for timely delivery of reports (narrative and financial) to donors per grant agreements and regular internal reports.
- Participate in quarterly review meetings of projects.
- Ensure our work is accountable to beneficiaries and other stakeholders through the implementation and management of effective accountability mechanisms and processes.
- Ensure the delivery of internal and external programme/project evaluations as per the donor requirements, and execution of baseline in collaboration with the Head of Programme Management UK., the Head of Programme design.
- In close collaboration with the compliance officer and the procurement Officers, ensure that sound procurement procedures are in place, reviewed and applied in the framework of programme implementation in West Africa.

- Maintain and compile up to date procurement plans and supervise their implementation.
- Ensure proactive risk management across projects, by establishing effective mechanisms for identifying, assessing, and mitigating risks.
- Ensure the cross-cutting integration of gender, social inclusion and conflict, and accountability principles throughout the entire project cycle—from design and implementation to monitoring and evaluation.
- Support the valorization of project results, by documenting and disseminating relevant content (case studies, testimonials, reports) in collaboration with communication teams.
- Contribute to capacity strengthening of programme teams, by supporting the implementation of individual development plans, continuous training, and on-the-job learning systems.

2 – Programme delivery

- Lead the development of strong and timely planning of project monitoring and evaluation activities in all the countries of operations in West Africa.
- Support the on-going development of participatory monitoring systems, including accountability.
- Support in the reporting and escalation of any issues identified across the portfolio of projects, identifying logical solutions where possible.
- Ensure good working relationship with all programme stakeholders including government, civil society, local partners, private sector and beneficiaries, ensuring they are fully involved in programming, implementation, monitoring and reporting of programmes as appropriate.
- Ensure programmes/projects expenditure are compliant with programme scope and donor guidelines and Tree Aid policies in collaboration with compliance officer, Head of Finance and Resources and raising any concerns and initiating budget revisions as necessary.
- Ensure regular communications are maintained among the field sites including between the field, country programmes and the Programmes support staff in UK; In close collaboration with the Head of Programme Management and Country Programme Managers, undertake visits when and where needed and report on the project progress

3 - Partnerships and Projects Management

- Ensure that all implementing partners have been assessed, using Tree Aid's agreed partner capacity assessment tools.
- Lead and follow up the partnerships contracts/agreements/MoU and management in West Africa in the regular basis.
- Review donor reports to ensure compliance with donor requirements before sharing for review and sign off.
- Ensure the technical capacity building of the implementing partners to deliver proper project implementation and monitoring.
- Provide direct line management to Country Programme Managers in countries where there is no current Country Director.

- Maintain good team communication, engender good team dynamics and actively manage all direct reports to ensure optimum performance across all programme staff.
- Mentor and coach direct reports as part of people management to ensure Tree Aid attracts and retains the best talent within the West Africa Programmes team;

4- Performance Management:

- Ensure that Programme staff have clearly defined objectives and understand their responsibilities.
- Contribute to manage the performance of all staff through coaching and mentoring, the provision of on-point feedback, periodic reviews and fair and unbiased evaluations.
- Document performance that is less than satisfactory, with appropriate performance improvement/ work plans.
- Ensure recognition and rewards for outstanding performance;
- Ensure availability of appropriate professional development opportunities for Programme staff.
- Encourage a culture of learning, creativity, innovation, and responsibility that achieves results and meets the needs of the beneficiary communities.
- Participate in the strategic development of the Tree Aid West Africa programme, as a key member of the West Africa Senior Management Team (SMT).
- Participate in programme proposal development processes with Head of Programme Design and Head of Finance & Resources.

II- Qualifications and Experiences

1- Diplomas and experience

- Graduate degree (Master / Engineer) in the fields of forest, agronomy, agroforestry, environment and rural development;
 - Minimum of 07 years experience in managing programs and people at a senior level in a similar/related role;
 - Previous experience in management, preferably in the area of rural livelihoods and food security, within an international NGO;
 - Expertise in rural business development - value chains, credit, co-op/farmer association development, etc.

2- Knowledge and skills

- University level training in Agriculture/Agribusiness/Livelihoods/Rural Development, project management, development studies or any other related field;
- Very good understanding and practical experience of agriculture, forestry, food and nutrition security and related activities;
- Very good understanding and practical experience of project cycle management, monitoring, evaluation and high level reporting;

- Knowledge of partnership dynamics and experience in a role directly involved in the organizational capacity of local partners/institutions;
- Experience of program development and proposal writing;
- Knowledge of the NGO sector in West Africa;
- Good teamwork; able to work closely with a small team with minimal direct supervision;
- Ability and willingness to travel to remote areas of Burkina Faso, Ghana, Niger, Sénégal and Mali as well as other countries in Africa ;
- Strong interpersonal skills;
- Proven skills in training and capacity building;
- Ability to work on your own initiative;
- A flexible and adaptable approach to work;
- Ability to work under pressure to meet tight deadlines;
- Ability to contribute to a small team environment;
- Have a perfect command of French and an advanced level in English;
- Excellent computer skills, including MS Word, Excel, and other related software packages.