



seed **madagascar**

sustainable environment, education & development

Head of Project Development (WASH and Construction)

Madagascar

About the organisation:

SEED Madagascar is a British Charity working in partnership with communities in the south east of Madagascar. We integrate high quality community health, sustainable livelihoods, education infrastructure and conservation programmes to support long term, sustainable change and add to international best practice through research and publication across all of our programmatic areas. We are now looking for entry level officers and managers to work alongside national staff and expand our team.

Position Overview:

Working alongside both local and international teams, you will coordinate the development, funding and evaluation of our WASH and Construction programmes on the ground in Madagascar. You will be responsible for generating funds across the department and expanding the output, whilst also playing a central role in editing proposals and reports. In order to achieve this, you will need to work closely with national staff and develop, support and manage a team of Project Development interns, officers and specialists building their capacity to deliver high quality projects.

Location: Fort Dauphin, Anosy Region, Madagascar

Contract minimum duration: 2 years

Probationary period: 3 months

Contract type: Local stipend covering reasonable living expenses; contribution to flight; contribution to insurance; unaccompanied post.

Reporting to: Director of Programmes and Operations

Duties and Responsibilities:

Project Development

1. Work with national and international staff to design projects that fulfil local needs and align with SEEDs strategic aim taking into account past learning, international best practice, contextual constraints and government objectives.
2. Oversee rigorous development of project frameworks (e.g LogFrames and Theory of Change), Gantt Charts and proposals to ensure they are representative of the community needs whilst being attractive to donors
3. Conduct research into international and national development trends, best practice, and funding opportunities for the WASH and Construction department and support other departments (Community Health, Education, Conservation, Environment and Sustainable Livelihoods) where necessary.
4. Work alongside the Project Coordinator in London to edit and ensure the high standard of all project documents, proposals, reports and evaluations submitted to donors to secure the ongoing funding of the NGO's projects – currently at around £500,000 per annum across all active interventions.
5. Work with the Director of Programmes & Operations, other Heads of Project Development and Heads of Department to develop project and organisational strategy.
6. Skill share and build capacity of NGO project leaders where necessary and actively promote this throughout the team

Programme Management

1. Provide timely updates to the PD Coordinator of project activities and support the PD Coordinator to communicate any changes in project activities to donors when necessary
2. Oversee effective systems for monitoring project progress against activity plans, working with project teams to ensure objectives are met and using learning from ongoing evaluation to inform the development of projects and the personal development of the team
3. Conduct field work and monitoring visits to project sites when appropriate and ensure observations are fed back into ongoing project design
4. Use evidence-based advocacy from research and project findings in briefing papers for staff, local and regional stakeholders and government departments to inform regional and national development strategy

People Management

1. Identify gaps in staffing, leading the selection process and orientation into the team
2. Support, manage, review and provide professional development to a team of Project Development Interns, Officers and Specialists, delegating to and managing their work programmes to achieve departmental objectives and support organisational ethos and strategy
3. Foster essential cross-cultural collaboration, providing support to both the national and international teams to bridge gaps in understanding and priorities for project development and implementation
4. Provision of personal support to the wider international team, including identification of personal problems that are impacting abilities to perform professionally and safely reside in southeast Madagascar
5. Provide guidance and act as a role model, both professionally and personally, for members of the International team to ensure SEEDs reputation is maintained
6. Support the Director of Programmes & Operations in overseeing and ensuring day-to-day support of SEED Madagascar staff and volunteers, both professionally and privately, including acting as an intermediary of organisational priorities to the wider team

Budget Management

1. Oversee the development of budgets including full cost allocation with consideration of the organisational strategy and priorities over the coming years
2. Monthly overview of financial reports, ensuring project spending is on track and identifying trends in expenditure, and management of exchange rate gains

General

1. Provide core support to the Director of Programmes & Operations in management and ensuring the security and safety of all international volunteers and personnel, including leading cultural orientations for new international volunteers and staff
2. Work flexibly, including changing work priorities at short notice and working unsociable hours when necessary to meet a short deadline, for example the submission of project funding documents within the timeframe set by donors
3. Represent SEED Madagascar in external meetings with other agencies, donors and partners on the ground in Madagascar and in the UK

4. Act as temporary stand in for the Director of Programmes & Operations and/or other Heads of Project Development when required during period of leave and absences

Person Specification

- Degree-level qualification or equivalent experience in international development or WASH/community/public/global health
- Sound knowledge of international development frameworks and contemporary WASH issues facing least developed countries
- Minimum of 2 years' professional experience related to WASH, community or public Health
- Minimum of 2 years' professional experience in line management and/or project management
- Familiarity with the use of project management tools including Logical Frameworks, Theory of Change models, Budgets Activity Plans and Monitoring & Evaluation frameworks
- Fluency in English (written and spoken) with excellent written communication skills, to the level of editing English documents for publication
- Excellent listening and verbal communication skills, and a flexible and patient attitude
- Excellent proposal and report writing and editing skills, with previous experience compiling project proposals and reports and the ability to tailor written information to various audiences
- Cross-cultural negotiation skills and a curiosity in effective work practices in a cross-cultural setting. Ability and desire to build capacity both within international and national teams
- Ability and desire to develop, support and manage a team of volunteers and staff, and to oversee the Project Development internship programme
- Ability to demonstrate and support staff to develop appropriate professional and social attitudes required for living in another country, and to manage these aspects of volunteers' behaviour when required
- Proficiency in Microsoft Office, particularly Word, Excel and PowerPoint
- Excellent problem solving and analytical skills, with demonstrable ability in gathering and assimilating facts and data from various sources
- Experience of living and working in a developing country with the ability and desire to work with teams from different economic and cultural backgrounds and across multiple language barriers
- A sound understanding of the importance of MEL and of approaches used to measure outcomes and impact

- Knowledge of the contractual obligations and reporting requirements of institutional and other significant donors such as the EU, USAID, DFID and AusAID
- Ability to work to, and advocate for, all of SEED's policies and procedures, safeguarding those that SEED works with and reporting any concerns appropriately
- Proficiency in written and spoken French would be an advantage

Practicalities:

The successful candidate will need to be equipped with their own laptop computer (non-tablet).

Application procedure:

Interested applicants should send a CV and covering letter outlining how their skills and experience match the requirements in the job description criteria to SEED Madagascar Director of Programmes and Operations, Lisa Bass by email on lisa@seedmadagascar.org

Applications will be reviewed on an ongoing basis until the position is filled. Long-listed applicants will have an initial informal skype chat with Madagascar-based staff. Short-listed applicants will then be offered a face-to-face interview with the London team, including the Managing Director, Mark Jacobs, in person.

Country and Organisation Background:

Madagascar is one of the most impoverished and least developed countries in the world, ranking 151/187 on the UNDP 2013 Human Development Index. Compounded by inadequate government investment in the health sector, numbers only serve to highlight the devastating health outcomes caused by inadequate service provision. For example, in the remote southeast Anosy Region, less than 35% of people have access to clean water, (WHO/UNICEF, 2015), causing diarrhoea and perpetuating other significant health issues. Approximately 50% of pregnant women with untreated syphilis will transmit the infection to their unborn child, resulting in profound adverse outcomes.

SEED Madagascar is a British registered charity partnered with a Malagasy NGO which has been operating in the impoverished Anosy region of south east Madagascar for over 15 years. SEED works with and in support of urban and rural communities in southeast Madagascar, aiming to tackle the immediate effects of extreme poverty, support long-term development and protect the environment. Its central mission is to build the capacity of individuals and organisations to lead and support sustainable conservation and development initiatives in south east Madagascar, with the objective of securing local community access to quality health, education

and livelihoods assets, and increasing local capacity to conserve and manage natural resources including unique but greatly endangered forest environments.

More information on the work of SEED Madagascar can be found at www.madagascar.co.uk.