



**POSITION:** Programme Manager

**REPORTING TO:** SDI Secretariat Director

**REMUNERATION:** Competitive

**LOCATION:** Cape Town (Option for remote work)



## Background

Slum Dwellers International (SDI) is an unparalleled women-led grassroots slum dweller movement with over 25 years of experience organizing urban poor communities across the world. We amplify the voice, agency and influence of the world's 1 billion slum dwellers to improve their lives and make the cities and human settlements they reside in inclusive, safe, resilient and sustainable. SDI is organized as an international network currently made up of 22 national slum dweller federations (of which 19 are in Africa) each counting their members in the tens or even hundreds of thousands of individual slum dwellers.

SDI's holistic approach to meaningfully improving the lives of slum dwellers is anchored by our four 'rituals': daily savings; community-led slum profiling and mapping; peer-to-peer learning; and partnership with (local) government. Our members measure the results of SDI in the form of improved tenure security; upgraded slum settlements with adequate housing adapted to a changing climate; access to basic services for all community members; enhanced economic livelihoods; improved health and safety; and the participation of slum dwellers in the decision-making that affects them (e.g. city management, urban planning, development programmes, climate adaptation programming etc.)

SDI stands out as a unique player in the urban development ecosystem because of its unwavering dedication to community-led development and the amplification of the voices of the urban poor from the local to the global level.

## About the Role

This is an exciting and challenging position, reporting to the SDI Secretariat Director, with the successful candidate leading a team of project officers, ensuring effective implementation and management of all SDI projects. The successful candidate will be responsible for overseeing project progress, aligning initiatives with community goals, and delivering impactful results that strengthen SDI's mission.

## Key Responsibilities

- Lead in ensuring clear organisational arrangements for the oversight and implementation of programmes, including structuring programs and activities in accordance with the mission and goals of the organization.
- Developing and managing program budgets and monitoring expenditures and costs against planned activities and realized benefits.
- Effectively monitor and manage donor grants and subcontracts to ensure programmatic contractual compliance.
- Contribute to the business development initiatives through contributions to the development of new programs to support the strategic plan.
- Develop a cutting-edge value creation (M&E) framework for donor reporting purposes and to assess programs.
- Create and manage long-term goals, including managing programme risks.
- Provide the Secretariat with the administrative and project reporting required.
- Manage relationships with and input from stakeholders, making contributions to SDI's programmatic work and making communication easy and transparent regarding project issues and decisions on services.
- Human Resources Management of Program's Team, including ensuring goals are met in areas programme delivery, quality, and team member performance.

KPA	KPI	MEASURE
Programmes implementation and delivery, including monitoring and reporting	Ensure effective delivery of all SDI projects with regard to quality project results on time and within budget.	<p>At least 85% of projects:</p> <ul style="list-style-type: none"> <li>• Achieve key deliverables within 3 months of annual delivery timelines</li> <li>• Operate within annual budget for all activities (+/- 15% variance maximum)</li> <li>• Reports delivered within established deadlines</li> </ul> <p>All projects closed satisfactorily in terms of approved final technical and financial reports</p> <p>Relationships with affiliates is positive and strengthened</p>
Develop and manage programme budgets	Effectively maintain overall programmes budget oversight	<p>At least 85% of projects operate within annual budget for all activities (+/- 10% variance maximum)</p> <p>100% of grants have an executable work plan and budget</p>

Grant Management	Maintain programmatic compliance with all grants	85% of programmatic requirements are met for each grant  100% compliance with statutory requirements
Business Development	Contribute to the development and finalisation of a business development strategy and operational plan  Contribute to the development of programmatic content and (with finance) budgeting in alignment with secretariate and network priorities	Evidence of articulation between Programs Team and BD Team <ul style="list-style-type: none"> <li>• % Proposals that included substantive contributions</li> <li>• 100% programmatic alignment with SDI Strategic Plan</li> </ul>
Data/documentation Administration	Key programme information is up to date, available to the appropriate people and easily accessible	100% of final programme technical/narrative reports are filed according to protocol and are accessible  90% of all supporting documentation from affiliate subgrants is filed according to protocol and is accessible
Effective human resource management	Effectively manage a team of a maximum of six programmes staff and ensure adequate programme delivery	Programmes team effectively contributes to ensuring 85% of projects are on time and on budget
Strategic Contribution	Facilitate the collaborative development of the 2023-2027 SDI LME framework  Operationalize strategy into projects and manage the projects.  Strategic contribution to the organization as part of	An organizational LME framework is developed and implemented  Substantive strategic contributions in terms of implementation of the Strategic Plan  The SDI Secretariat improves on technical offering to affiliates

	the management team.	with regard to: <ul style="list-style-type: none"> <li>• Programme design</li> <li>• Project management</li> <li>• Learning consolidation, packaging and dissemination</li> <li>• Monitoring and evaluation</li> </ul>
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### Qualifications and Experience

- Master's degree in Social Sciences, International Development, or related area of studies.
- Minimum of 5 years experience in a senior humanitarian position, with line management and project management responsibilities.
- Previous experience in managing projects and ensuring deliverables are met and budgets kept.
- Monitoring and evaluation experience.
- Proven experience in successful donor fundraising and grant management, including proposal development. Compliance to grant management.
- Strong communication, coordination and interpersonal skills.
- People management, leadership skills, Capacity building, Mentorship and coaching.
- Experience working with international organizations.

### Skills and Qualities

- Fluency in written and spoken English.
- Good analytical and communication skills, written and oral.
- A positive problem-solving approach.
- Good interpersonal and cross-cultural communication and teamwork skills.
- Ability to work under pressure and difficult conditions.
- Experience with start-up or expansion of new programmes.
- Advanced computer skills, especially in Word, Excel, PowerPoint and Outlook.

### How to Apply

Interested applicants should submit the following by e-mail to [vaneshree@ngorecruit.com](mailto:vaneshree@ngorecruit.com) quoting reference number: **NSD008**

- A CV (in Word or PDF format) of not more than 3 A4 pages.
- A cover letter outlining how your experience and skills align with SDI's vision.

Application Deadline: **19 November 2024**

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted. For more about SDI, visit their [website](#) and social media pages: [Twitter](#) and [LinkedIn](#).