



<b>Job Description</b>	
<b>POSITION: Manager Programs</b>	<b>REPORTS TO:</b> Director General
<b>DIRECT REPORTEES: 8</b>	<b>LOCATION:</b> Suva
<p><b>INTRODUCTION:</b></p> <p>The Fiji Red Cross Society (FRCS) is the largest local humanitarian organisation in Fiji committed to quality service delivery to the most vulnerable. The organisation is part of the Red Cross &amp; Red Crescent Movement which has 192 member countries.</p> <p>The Society is recognised by the Government of Fiji as a voluntary relief organisation, and is auxiliary to Government. It has 16 branches throughout the country with Divisional Centres in the West, North and Central/Eastern Divisions which are supported by the National Office based in Suva.</p> <p>The Fiji Red Cross Society is a membership-based organisation, with an extensive network of volunteers delivering humanitarian services across all corners of Fiji. Its volunteers are drawn from communities in which they deliver humanitarian services.</p>	
<p><b>ROLE PURPOSE:</b></p> <p>The Manager Programs is a member of the FRCS senior management team and reports directly to the FRCS Director General. Responsible for the oversight of FRCS programme activities, the role will work to support key program deliverables of the 2022 – 2026 Strategic Plan. . The role directly oversees all of FRCS programs, managing staff in technical areas such as disaster risk management, disaster law, health, Planning, Monitoring, Evaluation and Reporting (PMER), Communications, and organisational development.</p> <p>You will have a passion to work and support the humanitarian aims of the Red Cross and to be employed within a dynamic membership based organisation delivering critical lifesaving services to the most vulnerable in times of disasters.</p>	
<p><b>JOB DUTIES AND RESPONSIBILITIES:</b></p> <p><b>Ensure a strong and well-managed organisation that will deliver its programs with accountability</b></p> <ul style="list-style-type: none"> <li>• Manage a multi-sectoral team in disaster management, disaster risk reduction, climate change, national society development, resource mobilisation, health, disaster law, logistics, budget management, and program planning, monitoring, evaluation and reporting and GESI.</li> <li>• Ensure performance tracking, management and assessment of reporting staff.</li> <li>• Monitor and evaluate project performance according to signed agreements, including monitoring of all payments/ expenditures and assisting with periodic project implementation reports (including narrative and financial reports).</li> <li>• As a member of the Senior Management Team, support the Director General to implement governing board directives</li> <li>• Oversees the work of consultants, advisors and experts where relevant.</li> <li>• Oversee the compiling of the FRCS Annual Report.</li> </ul>	

### **Ensure the strengthening of FRCS programs to support vulnerable people and communities**

- Support the Director General to demonstrate progress in tracking progress against the Strategic Plan with regards to program areas of focus.
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- Lead the FRCS organisational development approach, working to contextualise and align FRCS with IFRC policies, frameworks and tools that support the development of strong national societies.
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- Ensure FRCS programs operate to the highest levels of integrity and accountability in line with Red Cross program and operations standards.
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- Ensure FRCS programs are designed, planned and implemented in line with its membership and branch focused service delivery model.
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- Support FRCS branches to operate in line with organisational standards in good governance, management and integrity and accountability standards.
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- Ensure programmes are properly planned, managed and monitored; and that capacity building opportunities are provided;
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- Lead the development of the annual operational plans for the organization including program budgets, specific development objectives and indicators, for approval by Director General and National Board.
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- Lead in strategic and operational planning process and adapting plans to address issues raised in the vulnerability and capacity assessments;
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- Support the Director General to coordinate Movement partners to work in line with Movement principles and maintain collaborative relationship with counterparts in government, multi-lateral and bi-lateral donor agencies and civil society to address emerging issues.
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- Ensure that evaluations of FRCS supported programmes are carried out according to project/programme plans and that lessons are effectively shared;
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- Support resource mobilisation for FRCS programmes

### **Coordinate, cooperate, and form strategic partnerships**

- Ensure that FRCS policies, procedures, guidelines and quality standards are up to date, known and complied with;
- Facilitate cooperation and coordination in all programmes and operations and support to facilitate effective cooperation and partnerships with a wide range of partners and stakeholders in government, civil society, academia and the private sector.
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- Work to support IFRC global alliances and develop interest in the global work of the IFRC.

### **Respond appropriately to disasters**

- Provide effective support, including technical advice, to ensure that appropriate disaster preparedness and response mechanisms are established in the FRCS, both to facilitate effective disaster response and to build on and strengthen capacities in this area;
- Ensure that resources are made available rapidly and efficiently to support the Branches through their Divisions in disaster response;

### **Accountability:**

- Ensure efficient and effective management of FRCS resources.

- Ensure compliance with FRCS procedures, regulations and policies.
- Monitor the annual operational plan on a monthly basis and submit planned progress reports to the Director General before each scheduled Board meeting.
- Oversees the preparation of timely Project Donor reports and acquittals.

#### Issues applicable to All Staff

1.	Must subscribe and adhere to the FRCS fundamental principles.
2.	Must sign the FRCS Child Protection Policy.
3.	Promotes gender development and equal opportunities in team development.
4.	Promotes Protection and Social Inclusion in program activities.
5.	Perform other related duties as assigned by the Director General.

#### Position Requirements

Education	Required	Preferred
Degree or relevant tertiary qualification in Social Sciences and/or Management or relevant discipline	X	
Experience	Required	Preferred
At least 5 years of relevant working experience in program or project management	X	
Good understanding of the international humanitarian environment	X	
Experience of working for the Red Cross Red Crescent		X
Knowledge and Skills	Required	Preferred
In – depth knowledge of programme management and design	X	
Demonstrated understanding of gender and diversity in programming	X	
Demonstrated coordination experience	X	
Experience in managing staff and programme/project teams	X	
Training/facilitation skills	X	
Self-supporting in computers (Windows, spreadsheets, word-processing)	X	
Strong communications and networking skills	X	