



HEAD OF PROGRAM

ACCOSCA BACKGROUND

ACCOSCA is a Pan African confederation of national associations of savings and credit cooperatives societies established in 1968. The organization was revitalized in 2009 having been defunct from 1999.

The General Assembly which currently comprises of twenty-eight countries is the highest organ of the organization. Currently, ACCOSCA has developed programs aimed at empowering and promoting cooperatives in Africa and is collaborating with various government bodies, development agencies and research institution in her service delivery to promote financial inclusion in Africa. Overall ACCOSCA aims at: Promoting the establishment of an institutional framework for mobilizing personal saving and credit cooperatives, Capacity Building, Technical Assistance, Information exchange and Research on topical issues and address them amicably. ACCOSCA is instituting change in her organisation that is guided by the current strategic plan which is a three year plan from 2018 -2020 with a view of turning around the institution.

ACCOSCA Mission

To empower SACCOS in Africa through technical programs

ACCOSCA Vision

To promote Financial Inclusion in Africa

OVERALL JOB PURPOSE/ KEY OBJECTIVES

The Head of Program Manager is responsible for managing multiple projects and, in some instances, multiple programs. They also interact with multiple project teams, but they don't necessarily manage those project teams, the Project Manager does. In supporting its current 3 year strategic plan that is focused on Consolidation, growth and stability, We are looking for an experienced Program Manager to organize and coordinate programs. The holder will provide strategic guidance to teams and project managers in ways that promote ACCOSCA mission and vision. You will also oversee the progress of operations within the department

The Head of Program is responsible, on behalf of Chief Executive Officer (CEO), for delivering change. The role requires effective co-ordination of the program projects and management of their inter-dependencies including oversight of any risks and issues arising. It also includes the co-ordination of the new capability for the business to enable effective change and realisation of projected benefits.

The goal is to ensure that all programs deliver the desirable outcome to ACCOSCA.

Key Task and Responsibilities

Planning

1. Planning and designing the programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective action
2. Defining the program's governance arrangements as stipulated on the organization structure or/and partners concept in specified project
3. Soliciting advice and guidance, when appropriate, from a CEO.
4. Formulating and implementing the strategic plan that guides the direction of the business or organization. Assuring that the plan creation involves significant input from the organization so that there is little push back on the complete implementation.
5. Overseeing the complete operation of an organization in accordance with the direction established in the strategic plans. This includes the design of the organization in a manner that facilitates and supports the operations.
6. Formulate, organize and monitor inter-connected projects
7. Decide on suitable strategies and objectives
8. Coordinate cross-project activities

Monitoring and Evaluation

9. Control deadlines, budgets and activities: Managing the programme's budget on behalf of the CEO, monitoring expenditure and costs against delivered and realised benefits as the programme progresses
10. Ensuring the delivery of new products or services from projects is to the appropriate level of quality, on time and within budget, in accordance with the programme plan and programme governance arrangements
11. Lead and evaluate project managers and other project staff- Resolve projects' higher scope issues
12. Prepare Monthly Program reports to CEO, reporting the progress of the programme at regular intervals to the CEO
13. Ensuring effective quality assurance and the overall integrity of the programme focusing inwardly on the internal consistency of the programme, and outwardly on its coherence with infrastructure planning, interfaces with other programmes and corporate, technical and specialist standards
14. Initiating extra activities and other management interventions wherever gaps in the programme are identified or issues arise

Communication

15. Communicate effectively to all employees whether they are charismatic, supportive, or inspiring on matters pertaining to program development and growth
16. Working closely with the business development department or equivalent on the transition to the new business as usual position
17. Work closely with Communication department for effective dissemination of information by communication department to shareholders, employees, Government authorities, other stakeholders and the public
18. Work closely with Communication Manager to have a clear communication line to stakeholders. With the aim of Developing and delivering strong communications in various formats to a variety of audiences including senior management to keep audiences engaged and informed.

Stakeholders Engagement and Fundraising

19. Identifies, highlights and communicates legitimate opportunities to Business Development Department for further innovation and sustainable improvement in the Fundraising.
20. Facilitates and/or co-facilitates workshops and meetings as appropriate to capture the input and insight ACCOSCA SACCOs professionalism Agenda

Management

21. Facilitating the appointment of individuals to project teams
22. Managing the main program documentations such as the program initiation document. Maintain proper real-time program information to support knowledge management.
23. Contribute towards drafting of Monthly, quarterly, semi-annual and annual Management Report
24. Use real time Project Dash Board
25. Managing the program's budget; Managing risks and issues and taking corrective measurements;
26. Coordinating the projects and their interdependencies;
27. Part of ACCOSCA Senior Management team.

Education: Formal Qualifications

- **Essential:** Bachelor of Degree in Project Management or Its equivalent or Business Administration or Advanced Diploma in Cooperative Management or recognized equivalent.
- **Desirable:** Master's in Business Management or Masters in Development studies will be an added advantage
- Project Management Qualifications , Micro-Finance, Entrepreneurship or any other relevant field would be an added advantage

PERSONAL SPECIFICATION Essential:

Minimum of 5 years' experience at Managerial level in Co-operatives or Micro Finance or Banking Industry

- a) **Job Related Knowledge:** Computer literate [MS-Word/Excel] with skills to use Project Dash Board.
- b) effective leadership, interpersonal and communication skills
- c) the ability to command respect and to create a sense of community amongst the members of the project teams
- d) Practical evidence of developing and maintaining good working relationships with a wide range of stakeholders, developing a positive personal and organisational profile and building trust
- e) Experience of planning and process management
- f) Experience of managing multiple projects simultaneously that require high speed, high volume of work and with minimal supervision.
- g) Good knowledge of techniques for planning, monitoring and controlling programmes
- h) Sound business case development and approvals skills
- i) Good understanding of the procurement process including negotiation with third parties
- j) Good knowledge of programme and project management methods
- k) Good knowledge of budgeting and resource allocation procedures
- l) Sufficient seniority and credibility to advise project teams on their projects in relation to the programme
- m) The ability to find ways of solving or pre-empting problems

Deadline: Qualified and Interested Applicants should send their Resume with Reference to CEO ceo@accosca.org not later than 30th January 2018. This should be accompanied with a letter stating your current salary and expected salary. Compensation will be determined by experience of the job holder.

