



DIGNITAS

Job Posting

Position:	Program Manager
Responsible To:	Executive Director
Location:	Toronto, Ontario, Canada
Start Date:	ASAP
Duration:	Permanent
Compensation:	Salary, benefits & 4 weeks paid vacation

Only short-listed applications will be contacted. Applications will be short-listed on a regular basis and the position may be filled prior to the closing date.

Dignitas International Profile

Dignitas International is a medical non-government organization founded by a team of global health and research specialists. The premise on which Dignitas was founded is that resource-intensive, physician-led approaches to the provision of HIV/AIDS-related services are not viable in many developing world countries that struggle with a severe lack of healthcare capacity. The mission of Dignitas is to increase access to prevention, treatment, care and support for people affected by HIV/AIDS, and to develop tools and guidelines for a sustainable healthcare delivery approach that can be disseminated quickly and cost-effectively throughout Malawi and to other resource-limited contexts across the globe.

Dignitas meets these goals by implementing programs, developing evidence-based models through operations research and knowledge translation, and disseminating community-based approaches through operational support and technical assistance. Program implementation increases access for individuals affected by HIV through the decentralization of care from hospitals to health centres and down to communities. This process includes health systems integration, task shifting among healthcare workers, and the training and integration of community-health workers. Operations research and vigorous monitoring and evaluation are used to refine and validate tools and guidelines developed to support the dissemination of community-based approaches.

General Description and Objective of the Role

The Program Manager is responsible for advancing and executing the mission and vision of Dignitas International through the overall management of the international programs. This position oversees and is accountable for all international program operations including planning, financial management, program delivery, outcomes, partnerships and government relations, policy and program integration. The position will provide collaborative internal and external leadership to ensure programmatic outcomes by providing technical expertise in results based management, program and policy development and program expansion. A key responsibility will be the identification, securing and management of institutional donor funding. Working closely with the Manager of Research and Knowledge Translation (KT) and the Country Director, the Program Manager will ensure the integration of operations research outcomes into programming to improve quality and effectiveness.

Duties and Responsibilities

1. Planning & Management

- Coordinate the development and review of relevant program related planning including strategic, mid term and annual planning with clear objectives and achievement benchmarks, long-term and short-term priorities, implementation plans, financial projections and tools for evaluation.
- Coordinate and manage Dignitas's (international) programs ensuring development and delivery of high quality programming in-line with organizational vision and mission.
- Monitor program developments and determine strategic opportunities; Identify new programming opportunities in collaboration with ROSU members.
- Ensure the field operations teams, ROSU (Research and Operations Support Unit), and program partners work is focused on fulfilling the strategic plan.
- Mentor, support and provide strategic accountability to Country Director and direct reports in HQ.
- Actively participate in program expansion planning, innovation and organizational development.

2. Program Quality & Development

- In collaboration with ROSU members, provide leadership, guidance and support to Dignitas programs, ensuring strategic program direction, program quality and operational growth.
- Responsible for the day-to-day coordination of ROSU meetings and work plans.
- In collaboration with ROSU members, responsible to develop and execute organizational structures and strategies to meet/exceed planned performance objectives including: development and implementation of new country offices; program scale-up; systems and procedures development.
- Review all programs through regular field visits and ensure that program implementation strategies are compatible with overall program goals and objectives.
- Ensure the provision and engagement of appropriate technical assistance to programs (such as advocacy, medical advisory, etc.), both from the HQ-based support units and from external consultants or partner agencies.

- In collaboration with MEORKT Manager, oversee the management of the integration of operations research outcomes into programming to improve quality and effectiveness.
- Ensure appropriate monitoring tools and methodologies are developed and implemented to measure impact and involvement of client groups in program design, implementation, monitoring, and evaluation.
- Prepare and design new initiatives with the assistance of field offices
- Develop and oversee the preparation, design and submission of unsolicited proposals
- Steward the request for proposal (RFP) process; including facilitating the sharing of information, partnership building, and resource sharing and identification
- Present and negotiate successful proposals with identified donors.
- Develop and finalize all program donor reports and new project proposals in collaboration with the Development Department, Technical Advisors (HIV, Advocacy), Country Director and HR and Finance Departments; ensure completeness and timely submissions.
- Ensures appropriate and adequate circulation of information between the international projects and headquarters.
- Oversee financial management of and reporting on international programming within the scope of the Operational Finance Policy and in collaboration with Country Manager and Director of Finance.
- Ensure program compliance with internal and donor specific control policies and procedures, as well as relevant adopted Codes of Conduct.

3. Liaison-Representation

- Professionally represent Dignitas's interests with implementing partners, government and donor entities.
- Along with the Executive Director, Director of Development and Country Directors, lead the development of strong relationships with donors to ensure sustainable funding of programs.
- Support the development and implementation of appropriate advocacy actions.
- Ensure channels of internal and external communications related to programming are functioning effectively.

4. Human Resources

- Determine expatriate personnel needs in consultation with the Country Director and Coordinators for field-level activities and in coordination with the Human Resources.
- Maintain and train new and current staff on project management, implementation and evaluation to ensure smooth and consistent operations.
- Ensure that regular and quality performance management is practiced and performance assessments are conducted for all staff.
- Mentor direct reports in development of their leadership with respect to their roles.

Qualifications

- Graduate degree in relevant discipline such as Public Health, Political Science, International Relations.
- Must be authorized to work in Canada (must be a Canadian citizen or a Canadian Resident. NAFTA citizens may also be considered).

- A minimum of 10 years successful work experience in humanitarian, development or international health research organizations of which a significant amount of time spent in developing countries.
- A minimum of 7 years NGO management experience in progressively more senior leadership positions, both at the field level and HQ, such as Country Director, Regional Representative or Operational Director or Desk Manager.
- Extensive management experience including operations management, Result Based Management, strategic and operational planning, and budget control.
- Experience managing relationships with governments, international organizations, non-governmental organizations and donor agencies.
- Advanced knowledge of health sectors in developing countries.
- Strong leadership ability, technical knowledge, conceptual and analytical ability, good judgment, adaptive and flexible.
- Ability to work with efficiency, enthusiasm and diplomacy as part of a complex team effort.
- Understanding of government / private sector / international / national / local funding regulations and processes, fundraising and partnership development skills.
- Knowledge and understanding of project cycle, including project design and M&E systems, procedures and approaches specific to HIV/AIDS sector.
- Familiarity with Operations Research and Knowledge Translation methodologies.
- Innovative, creative and a problem solver.
- Outstanding interpersonal, relationship, verbal and written communication skills.
- Energetic, strategic thinking, creative person with intellectual depth and high ethical standards.
- Enjoys collecting frequent flyer miles (approx 40% of work time).

How to Apply

Qualified applicants should send resume and detailed cover letter, referencing the position title in the subject by February 15, 2010, to HR@dignitasinternational.org.

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