

Specification

Job title:	Head of Programmes
Department	Programmes
Grade	7
Contract Duration:	One Year (Renewable)
Date:	July 2025

About Organization

Trócaire is a partnership agency that works with a range of local organizations, supporting communities in over 23 countries across Africa, Asia, Latin America, and the Middle East to bring about lasting change. Through a capacity strengthening and accompaniment model, it supports local partners and communities across the world, regardless of culture, ethnicity, gender, or religion. Together we bring about positive and lasting change for a just world.

Our work is rooted in the values of Solidarity, Courage, Participation, Perseverance, and Accountability.

Description of the role / department:

The Head of Programmes is a senior strategic leadership position within Trócaire's Country Management Team, responsible for overseeing implementation and quality of our Partner-Led Programme Portfolio. This role ensures delivery, quality, and continuity of current programming while shaping future programming direction through strategic planning.

The successful candidate will lead a diverse portfolio including humanitarian assistance, nexus programming, gender-based violence prevention, and women's empowerment initiatives, with line management responsibilities for programme, partnership, and MEAL senior staff.

Key responsibilities

Programme Development and Programme Management:

- Ensure effective Programme Management through the development of work plans, indicator tracking and monitoring plans.
- Supervise monthly partner expenditure tracking with Programme Finance Coordinator and implement corrective actions when needed and effectively communicated to partners and/or donors.
- Ensure strategy coherence across programme, MEAL, and partner capacity strengthening.
- Facilitate engagement with regional coordination structures at cluster and sector levels
- Mainstream protection, conflict sensitivity, safeguarding and across all programming.
- Ensure gender mainstreaming throughout programme cycles.
- Identify and facilitate learning priorities within the programme for partners and staff

Partner Relationships and Support:

- Lead strategic partner relations and support ensuring collaborative project design, planning and implementation aligned with Trócaire objectives and values, project priorities and suitability with the local context.
- Implement Trócaire's Partnership across all programme staff.
- Develop Partner Capacity Strengthening programme in consultation with departments for all partners using PCAS framework and partnership review process.
- Coordinate with Caritas and like-minded agencies, to avoid duplication and enhance collaboration

Donor and Grant Management:

- Ensure compliance with Trócaire and donor programme compliance and procedures
- Track implementation progress and provide regular updates to Country Director and donors

- Coordinate with Senior Grant Manager and Compliance to ensure timely grant utilization and donor compliance across teams
- Develop reporting calendars and ensure high quality and timely donor reports and external presentations
- Support funding proposal development and review processes

Programme Quality, Monitoring, Evaluation and Reporting:

- Ensure programmes adhere to MEAL requirements and meet quality and effectiveness standards through systematic reviews
- Coordinate consolidated narrative and financial reports with Finance and Programme Staff
- Develop remote monitoring and field visit schedules
- Ensure timely monitoring of projects, accountability to affected populations and compliance with Trócaire and Donor standards

Guidance and Management of Programme Team:

- Foster team collaboration to achieve programme and organizational goals
- Implement performance management systems in line with organisational policy.
- Coach, mentor and supervise direct reports with clear expectations and development objectives
- Lead recruitment and retention processes for programme teams
- Organise programme coordination meetings, workshops, and partner meetings on regular basis
- Ensure effective communication with the CMT

Country Management Team member:

- Contribute actively to overall country programme leadership
- Participate in strategic decision making and policy direction
- Support implementation of Country Strategic Plan
- Promote Risk Management at a programme with capacity strengthening for teams
- As part of the CMT, support safety and security management.
- Foster a positive, collaborative, teamwork with transparent information sharing

Partner Relationships and Support:

- Lead responsible partnerships, collaborative planning and delivery aligned with values and objectives
- Ensure the Partnership Policy is implemented effectively across all activities and understood by staff
- Work with programme and technical staff and MEAL to develop and oversee partner capacity strengthening frameworks including regular monitoring and review.
- Support Programme staff in conducting capacity assessments before entering new partnerships.
- Coordinate with the to engage with Carita and other like-minded agencies to minimise duplication, lower partner burden and collaborate on capacity building, programming and advocacy.

Policy, Advocacy and Communications:

- Support evidence-based advocacy agenda, informed by contextual analysis
- Ensure team engagement in local and national level co-ordination bodies
- Support development of organisational materials, frequent travel to project areas and communications as required.

Other:

- Fulfil other reasonable duties and responsibilities, as requested by the Country Director.

Qualification:

- Master's Level qualification in social sciences, development studies or related area.

Experience:

- Minimum 10 years experience in managing partner led humanitarian and nexus programmes

- Proven 7-8 years in team leadership and management with strong team building skills
- Strong knowledge of programme cycle management, programme quality standards including MEAL, Results Based Management and Conflict Analysis.
- Relevant experience in humanitarian and development programming, ideally in one or more of following areas: food security and livelihoods, CVA, SGBV and Women's Empowerment.
- Demonstrated experience in budget management, including Budget Vs actuals tracking, partner fund transfers and review of narrative and financial reporting.
- Skilled in MEAL, accountability to affected populations and ensuring protection mainstreaming across all programmes
- Experience in remote management of staff and leading multidisciplinary / multicultural teams
- Familiarity with Information management systems and data driven programme oversight

Skills:

- Excellent leadership skills.
- Ability to motivate staff to align behind a shared vision and objectives.
- Demonstrated ability to think strategically and to develop and implement a clear country level strategy in the context of organisational strategy.
- Demonstrated ability to manage multi-cultural teams of national and international staff and to implement performance management effectively.
- Demonstrated ability to manage budgets and financial systems on a significant scale, in development and humanitarian contexts.
- Highly organised, with excellent planning, prioritisation and problem-solving skills.
- Excellent verbal and written communications skills.
- Competent in Microsoft packages (Word, Excel).
- Fluency (written and spoken) in English, Myanmar Language a distinct advantage.

Behavioural Competency Framework

- **Leading:** Reflecting our values of Participation & Accountability, acts to inspire and lead others to achieve their potential, demonstrating Trócaire's values with integrity in order to achieve our organisation's objectives.
- **Communicating:** Reflecting our value of Participation, being one organisation, communicating clearly and transparently across, teams, units, divisions, locations and other external organisations. Getting our message across with impact.
- **Collaborating:** Reflecting our values of Participation & Solidarity, partnering effectively as One Trócaire organisation and, in solidarity, maintains positive relationships built on trust and respect.
- **Stewardship of Resources:** Reflecting our value of Accountability and decision-making around the best use of resources. Using our resources transparently, sustainably, ethically, fairly & with integrity; acknowledging Trócaire's reputation in the use of resources.
- **Delivering Results:** Reflecting our values of Accountability & Perseverance, getting a quality job done through effective performance, planning and decision making.
- **Continual Improvement & Learning:** Reflecting our values of Participation & Courage, constantly looking to learn and develop self, employees, and partners to better fulfil Trócaire's' mission.
- **Flexibility & Change:** Reflecting our values of Participation & Courage, adapts positively to change and to different ways of doing things; manages or takes part in change processes in a way that is appropriate to role in the organization.

Safeguarding Programme Participants-Children & Adults

Trócaire is committed to safeguarding people within our programmes from exploitation and abuse and has specific policies on this commitment (including a Global Code of Conduct) which outlines the expected behaviour and the responsibility of all staff, consultants and other organisational representatives. More information on Trócaire's safeguarding policies.

Diversity and inclusion

We welcome diverse applicants to join our inclusive workforce.

Trócaire is an equal opportunities employer. We are an organisation that embraces diversity and inclusion. We welcome applicants from diverse backgrounds to bring their experiences and perspectives to Trócaire. More information on Trócaire's Diversity and Inclusion statement.

- Interested individuals should submit their application letter and updated CV by email to HR Department at:
hrmyanmar@trocaire.org
- We are recruiting for this position on a rolling basis. Applications will be reviewed regularly, and early submissions are strongly encouraged. The position will remain open until a suitable candidate is identified.