

# **Social Development Foundation (SDF)**

## **Terms of Reference for Manager, Program**

The Manager, Program will assist Regional Director (RD) to ensure the effective and efficient day to day implementation of the project activities. The Manager, Program will undertake regular field visits for providing necessary support to District and Cluster Teams as well as the community on the implementation of the project activities.

### **The main tasks and responsibilities of Manager, Program are:**

- Assist Regional Director to supervise, monitor and evaluate the implementation of the project activities at different level and provide necessary support as required;
- Support and follow-up on the implementation of project activities in accordance with rules, community operational manual and activities timeline;
- Conduct field visits on a regular basis to monitor implementation status of the project activities and update concerned RD regularly;
- Ensure implementation of quality work at the district, cluster and village level;
- Assist RD to enhance capacity of field staffs through providing necessary training and orientation for proper implementation of the project activities and solving problems;
- Assist RD to carry out procurement and financial management functions in accordance with the policy framework and rules;
- Maintain and liaise with government and non government agencies at regional and district level to receive necessary services for smooth project implementation;
- Assist RD to manage the HR and admin issues properly;
- Facilitate all the Regional Manager to perform their own responsibilities as per the job description;
- Assist RD to holding regular monitoring and other meetings;
- Assist senior officials of SDF and the World Bank as well as other visitors during field visits;
- Assist RD to carry out performance appraisal of all the staff who are working under the region at different level;
- Collect progress report from all the districts under the region and compile and assist Regional Director to prepare quarterly/ monthly and on-call report the management and WB etc.

### **The Key Responsibility Areas are:**

- Responsible for providing required support to District and cluster staff for overall performance;
- Coordination, monitoring and implementation of project at the region level;
- Achievement of the project outputs, milestones and results at the regional level;
- Implementation of quality work at the field and village level etc.

### **The Key Deliverables in terms of expected outputs/outcomes are:**

- Program team performance assessment done regularly with capacity building inputs;
- Circulation of COM and other manuals at all levels;
- Basic Induction of staff on COM and other manual is conducted;
- Capacity of the field staff are developed;
- Field staffs at different level are functioning properly;

- Villages received funds in time;
- Monitoring and review meetings are held etc.

**Minimum qualification, experience and competencies required:**

- Advanced University Degree (Masters) in Economics/ Agriculture/ Business or Public Administration/ Political Sciences/ B.Sc engineering/ Social Sciences or any relevant subject with at least 10 years working experience in development field, out of which at least 3 years in supervisory position at regional/ district level in implementing Community Development/Rural development /poverty alleviation projects in Government/ Autonomous bodies/ poverty alleviation program/Donor Financed projects etc.
- Must have adequate knowledge and experience in administrative and project management work and should be computer literate.
- Excellent analytical, interpersonal, team working skills and a computer literacy are preferred.
- Must not exceed the 48 years of age on the last date of submission of application for this position as advertised in the national dailies.
- Must have integrity and ability to lead teams in difficult and complex situations.
- Should have knowledge on participatory development approaches.
- Ability to investigate, facilitate and mitigate conflicts.
- Ability to communicate effectively in English, both in written and in oral form.
- Must have to travel to the project villages frequently and work with the rural community.