The International Cocoa Initiative (ICI)

Job Description

Programme Manager
(3-year assignment, based in Geneva, with occasional travel)

The Programme Manager supports the International Cocoa Initiative (ICI) Programme Team in the development and implementation of the ICI programme, in pursuit of ICI’s strategy and objectives, as agreed by the ICI Board.

Under the supervision of the Head of Programmes, the Programme Manager (PM) contributes to the implementation of ICI’s 2021 – 2026 Strategy, the management of ICI’s project portfolio, supports the contribution of ICI’s country teams in his/her areas of responsibilities, analyses data coming from the different projects and prepares reports. S/he will also contribute to the production and dissemination of programmatic knowledge, in support of ICI’s learning and influencing objectives.

Main tasks and responsibilities

Programme Development

• Contribute to the development and roll-out of ICI’s strategy, ensuring that previous experience and lessons learned are fully incorporated.
• Contribute to the development of new partnerships and collaboration mechanisms, within his/her thematic area, at international, regional, national and local levels together with the programme and country teams;
• Manage responses to relevant calls for proposals and requests for applications as well as unsolicited proposals in his/her thematic area by preparing budgets and writing narratives;
• Provide technical advice to industry partners to operationalize and implement sustainability standards.

Programme Management and Support

Act as technical supervisor for pre-defined projects, issues and staff with a dedicated focus on his/her thematic area;
• Support country teams in their management and monitoring of relevant projects and contracts, at all stages (review, negotiation and finalisation of project proposals, ongoing monitoring and evaluation required for programme analysis and review) including through regular field visits, ensuring the timely delivery of expected outputs, the sound financial management of the funds and the preparation of reports;
• Initiate and facilitate collaboration within and between national country teams ensuring that project processes and outcomes are properly documented to learn lessons, identify good practices. Ensure that these outcomes feed ICI’s evidence-based advocacy.

Financial management

• For any project(s) for which he/she is given budget-holder responsibility, ensure the management of relevant contracts or activities, with the support of the finance team, and under the supervision of the Head of Programmes, ensuring that project funds are adequately monitored, reported and liquidated;
• Based on experiences emerging from project implementation, inform ongoing revisions and improvements of ICI’s financial and procurement procedures to strengthen risk management while ensuring efficiency;
• Ensure that financial transactions are within budget, that expenditure is incurred in accordance with ICI’s financial procedures, and that all transactions are coded correctly;
• Provide cost estimates to assist preparation of [ICI’s] budgets, forecasts, and overall financial plan;
• As appropriate, approve transactions in accordance with his/her delegated financial authority.

Training and Capacity Building
• Help with the development and revision of awareness-raising and training modules and tools for supply chain actors (farmers, coops, extension officers, suppliers, intermediaries, exporters etc.);
• In collaboration with the wider programme team, assist the development and implementation of relevant processes for field-level project management, such as thematic-specific guidelines, standard operating procedures, capacity-building plans, manuals and procedures to streamline the implementation of child-labour monitoring systems across projects, regions and countries etc. for ICI teams and stakeholders;
• Support the design and delivery of training and capacity-building interventions to roll-out above-mentioned guidelines in country.

Human Resources
• Work with the Head of Programme in designing, rolling out and evaluating ICI’s operational set-up in country offices;
• Contribute to the development of ToR for staff to be recruited and in the definition and evaluation of existing staff’s objectives;
• Develop assessment frameworks and participate in the recruitment process of new staff.

Learning and Influencing
• Work with the ICI in-country M&E and IT teams to conduct regular analyses of the data collected through the child labour monitoring systems and produce graphic reports that contributes to better understanding child labour in cocoa;
• Contributes to the identification, documentation and dissemination of lessons learned, tools or approaches to disseminate good practices and offer essential learning opportunities;

Communications/Fundraising
• Support ICI’s broader communications and fundraising efforts, particularly by documenting project outcomes and ensuring that operational and programmatic knowledge is available and presented in digestible ways for external audiences;
• Support ICI’s stakeholder engagement, including by assisting in the organization of board meetings and external stakeholder meetings;
• Under the direction of the Head of Programmes and/or the Director of Operations and Strategy and/or the Executive Director, represent ICI at relevant forums and manage relationship with donors.

QUALIFICATIONS

Education
An advanced university degree in a subject relevant to ICI’s mandate, such as development studies, international relations, international law, or social sciences

Professional Experience
• At least five years’ relevant work experience in the field of sustainability or international development, with evolving levels of responsibility and team management experience.
• First hand field-work experience, preferably in Africa, and preferably linked to an agricultural value-chain, a commodity supply-chain, or sustainable livelihoods.
• Comprehensive knowledge and experience of development or humanitarian programs.
• Experience in Project Management, monitoring and evaluation and information management.
• Some past experience in evidence-based advocacy / policy development also desirable.

Skills and Competencies
• Fluency in either English or French, with a strong working knowledge of the other.
• Advanced written and spoken communication skills.
• Influencing experience and ability to develop networks and build alliances
• Experience managing a complex influencing framework incorporating development programming, campaigning, advocacy, and other interventions
• Understanding of child labour, children's rights and agricultural livelihoods in developing countries.
• Experience in preparing grant applications, managing grants, and programme management
• Ability to work pro-actively, flexibly and independently.
• Excellent interpersonal and team-playing skills.
• Ability to instruct, inspire and influence.
• Familiarity with information management systems and tools;

HOW TO APPLY:

Only candidates with the possibility of acquiring a work permit for Switzerland should apply

Please send applications in English (including a cover letter and your updated CV) to hr@cocoainitiative.org before the 09th of October 2020 (04pm Geneva time - GMT+2)

Only those candidates who match the above requirements and who have been selected for interview will be contacted.

NB: ICI is an equal opportunity employer and prohibits discrimination of any kind. To that end, ICI is committed to the principle of equal employment opportunities and non-discrimination for all employees and employment applicants and to providing employees with a fair work environment free of discrimination.

ICI has zero-tolerance for all forms of child neglect, abuse (sexual, physical, emotional, and psychological) and exploitation (sexual and commercial).
ICI commits to put the best interest of the child first, and at the centre of its work, irrespective of a child’s ability, ethnicity, faith, gender, sexuality and culture.
ICI recognizes its responsibility to ensure and to promote a safe and secure environment for children. To effectively manage risks to children, ICI requires the commitment, support and cooperation of all staff, associates, partners, suppliers, service-providers and visitors. By applying to ICI, you automatically agree to the above terms and to uphold the principles described therein.