

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Programs Manager</b>
<b>Reports to:</b>	Head, Programs and Training
<b>Responsible for:</b>	Direct Reports (Program Officer, Program Assistant, Program Interns)
<b>Location</b>	Kampala, Uganda

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### **Job Summary:**

The Programs Manager is responsible for the management of the Programs at MCI. He/She shall provide program leadership, management, and technical direction to various projects of MCI. Working together with the Management Team the job holder shall ensure MCI has a clear media Programs strategy for an effective system of growth and development. S/he then bears the ultimate responsibility for ensuring that the various media Programs are structured, supported, organized, and managed in such a way as to maximize achievement of MCI's purpose.

### **Key Duties and Responsibilities:**

- Identify new partners and funding opportunities and write new concepts and grant proposals in the MCI strategic areas
- Lead on creating strategic partnerships with like-minded organizations and individuals in Uganda, East Africa and internationally
- Program strategies including developing a five-year plan for programs and advise the CEO on tactical requirements for program success
- Lead a team in such a way as to deliver the key results across programs and conduct appraisals to support performance and oversight mechanisms
- Partnership coordination and management, including the Inter-University Media Challenge, Media Challenge Expo, Media Challenge Fellowship Program and Alumni Program in order to report and establish effective coordination mechanisms
- Implement key programs pillar, including leading and coordinating teams in programs and, coordinating with M&E team to deliver results and promote continuous improvement
- Stakeholder coordination, advocacy, networking and donor liaison including supporting external engagement activities including technical donor reviews, and stakeholder meetings, government agencies, and other civil media focused society organizations
- Advise and support the senior management team to determine viable projects and ensure value for money and impact in project design and implementation
- Develop capacity of young journalists and media entrepreneurs, increasing media viability in Uganda, and reshaping the African narrative in the media.
- Coordinate with the M&E function/ team to develop a program evaluation framework and tools to assess the strengths of the program and to identify areas for improvement



**Person Specifications/ Recruitment Criteria**

**Education / Qualifications / Training required:**

**Essential:** Holder of an Undergraduate degree in Nonprofit Management, International Development, Journalism, Mass Communication or other related field. or related field from a recognized University.

**Desirable:** A master’s degree in NGO Management, Program Management or a related field

**Previous work experience required:**

**Essential:** Minimum of 3 years in leadership role in a donor funded environment

**Desirable:** Having 5 years’ plus experience with a media Program or company

**Technical knowledge or skills:**

**Essential:** Experience in providing Program management and people leadership across functions  
Expert knowledge in Program cycle most relevant to media

- Proven track record as a skilful and successful Program leader
- Expert knowledge in donor engagement most relevant to media and development
- Experience supervising Programs

**Desirable:** Proven Program management and Program implementation skills.

**Additional information:**

**Time required in job to reach effective performance:**

Probation period – 6 months

Time to reach full effectiveness – 12 months

**Competencies**

<b>Essential Character:</b>	<b>Essential skills:</b>	<b>Work ethic:</b>
<ul style="list-style-type: none"> <li>• Leadership Orientation</li> <li>• Development Orientation</li> <li>• Personal Integrity</li> <li>• Team management Orientation</li> <li>• Results Orientation</li> <li>• Emotional Resourcefulness</li> <li>• Proactivity</li> <li>• Strategic Thinking</li> <li>• Assertiveness</li> <li>• Logical &amp; Forward Thinking</li> <li>• Understanding Others</li> <li>• Flexibility towards others</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Planning and Organizing</li> <li>• Relationship building</li> <li>• Financial Management</li> <li>• Communication</li> <li>• Managing Meetings</li> <li>• Coaching &amp; mentoring</li> <li>• Presentation skills</li> <li>• Influencing orientation</li> <li>• Problem-solving and decision-making</li> <li>• Writing</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to vision</li> <li>• Concern for results and impact</li> <li>• Deep respect for diversity</li> <li>• Commitment to team work and participative planning approaches</li> <li>• Desire to make a difference through involved persuasion</li> <li>• Professional ethics and passion for developing others</li> </ul>

**SIGNATURE OF JOB HOLDER**

**DATE**

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**SIGNATURE OF SUPERVISOR**

**DATE**

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