JOB DESCRIPTION

**JOB TITLE**
Programs Manager

**Reports to:**
Head, Programs and Training

**Responsible for:**
Direct Reports (Program Officer, Program Assistant, Program Interns)

**Location**
Kampala, Uganda

---

**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

<table>
<thead>
<tr>
<th>Essential Character:</th>
<th>Essential skills:</th>
<th>Work ethic:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership Orientation</td>
<td>Leadership</td>
<td>Commitment to vision</td>
</tr>
<tr>
<td>Development Orientation</td>
<td>Planning and Organizing</td>
<td>Concern for results and impact</td>
</tr>
<tr>
<td>Personal Integrity</td>
<td>Relationship building</td>
<td>Deep respect for diversity</td>
</tr>
<tr>
<td>Team management Orientation</td>
<td>Financial Management</td>
<td>Commitment to team work and participative planning approaches</td>
</tr>
<tr>
<td>Results Orientation</td>
<td>Communication</td>
<td>Desire to make a difference through involved persuasion</td>
</tr>
<tr>
<td>Emotional Resourcefulness</td>
<td>Managing Meetings</td>
<td>Professional ethics and passion for developing others</td>
</tr>
<tr>
<td>Proactivity</td>
<td>Coaching &amp; mentoring</td>
<td></td>
</tr>
<tr>
<td>Strategic Thinking</td>
<td>Presentation skills</td>
<td></td>
</tr>
<tr>
<td>Assertiveness</td>
<td>Influencing orientation</td>
<td></td>
</tr>
<tr>
<td>Logical &amp; Forward Thinking</td>
<td>Problem-solving and decision-making</td>
<td></td>
</tr>
<tr>
<td>Understanding Others</td>
<td>Writing</td>
<td></td>
</tr>
<tr>
<td>Flexibility towards others</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SIGNATURE OF JOB HOLDER**

**DATE**

**SIGNATURE OF SUPERVISOR**

**DATE**