

JOB PROFILE

Job Title: Head of Programmes

A. Scope of the Role

This is a senior leadership position. They will have oversight for a range of offices based in various locations. The post may be based at headquarters or in a regional office that has responsibility for several national offices. The post holder will be responsible for setting the overall strategy for their region in collaboration with the Country Directors that they manage.

The post holder will require a broad range of functional skills related to leadership and management and will be primarily focused at a strategic level. The post holder may require particular knowledge of a geographical region depending on the focus or scale of their programme. The post is an international position.

B. Connected Roles

Managed by	CEO or a Senior Director in a large NGO.
Managing	Country Directors, Team Leaders, Heads of Mission.
Variations	Programme Director, International Programme Director, Regional Director, Asia Programme Director.

C. Skills and Competencies

The post holder will be competent at level 8 of the HAQF. They have the capacity to use a range of high level strategic approaches to optimising performance of humanitarian action, to design, carry out and use cutting-edge humanitarian research projects and provide top-level leadership.

They will display a range of level 8 characteristics from the HAQF profiles including:

- Humanitarian commitment: has a most advanced specialised knowledge of the humanitarian sector and advanced skills required to recognise and solve critical and strategic problems, extending and redefining existing knowledge and professional practice;
- Context analysis and reflection: has knowledge at the most advanced frontier concerning humanitarian challenges originating from global and specific contexts; demonstrates substantial authority, innovation, autonomy and scholarly and professional integrity at the highest level as well as sustained commitment to generate pioneering solutions and make complex analysis for strategic planning;
- Coping and safety: provides outstanding strategic leadership and firm decision making during insecure situations, taking into account the interests of beneficiaries, the organisation and staff; creates a people-orientated organisational culture that maintains low levels of professional stress;
- Leadership: provides leadership at the highest level taking into account the complex interests of beneficiaries, the organisation and actors in the wider context;
- Collaborative relationships: acts by example, by stimulating respect for cultural differences and the value of diversity, by fostering and encouraging collaboration between members of different teams, services and departments, including in complex and difficult situations;
- Service to crisis-affected people: demonstrates and supports substantial innovations and sustained commitment to the development of creative, cutting-edge ideas or processes in humanitarian operations in pursuit of long-term benefits for crisis-affected people.

Humanitarian Competencies

C. Skills and Competencies cont.

Functional Competencies

A Head of Programmes requires competencies in the following areas:

- Portfolio management including strategic thinking and organisational development
- Programme management including development and design
- People management including remote management
- Fundraising and resource mobilisation including proposal development
- Stakeholder management including donor engagement
- Communication including representation, networking, advocacy and influencing and interpersonal and intercultural skills
- Capacity building specifically in the areas of coaching and mentoring.

Thematic Competencies

Head of Programmes posts do not usually have a technical focus although they may require a basic knowledge of key issues across a range of thematic areas.

D. Qualifications and Experience

Previous Experience

Extensive experience is required: the post frequently requires more than 10 years of professional experience with a significant amount of experience in the humanitarian sector.

Qualifications

The post most often requires an academic qualification at level 7 (for example Master's degree) in a related field and may require professional qualifications, for example in senior management, alongside extensive work experience.

E. Contextual or Organisational Specific Requirements

Specific organisations or contexts might require additional competencies or experience which may include:

- *Organisation specific knowledge and experience*
- *Organisational value set*
- *Languages*
- *Country specific knowledge.*

F. Additional Skills or Requirements

Some roles may have additional skills or requirements listed which may include:

- *IT and computer skills are usually an essential requirement*
- *Ability and willingness to travel is essential for this post.*