

# **Nigeria Country Programme Manager**

**Permanent, Full-Time**



**CBM Global**

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[www.cbm-global.org](http://www.cbm-global.org)

**Recruitment Pack**

## **CBM Global**

**Our Vision:** an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

**Our Mission:** fighting to end the cycle of poverty and disability.

**Our Values:**

- We champion **inclusion**
- We strive for **justice**
- We pursue **excellence**
- We embrace **partnership**
- We live with **integrity**

While the world has been making progress in tackling poverty, people with disabilities are being left behind. CBM Global works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. Driven by Christian values, we seek out and work with the most marginalised in society, irrespective of race, gender or religion, recognising the equal worth of every individual.

Drawing on over 100 years' experience and world-leading expertise in disability-inclusive community development and humanitarian action, inclusive eye health and community mental health, CBM Global works with partners to break the cycle of poverty and disability and build inclusive communities. Our programmes across Africa, Asia and Latin America are developed and delivered with local partner organisations to ensure long-term transformation and accountability in communities we serve. We're deeply committed to the principle of "nothing about us without us", and we therefore work closely with and support organisations of people with disabilities.

CBM Global is made up of CBM Australia, CBM Ireland, CBM Kenya, CBM New Zealand, CBM Switzerland, and CBM UK with programmes worldwide and Country Offices in Philippines, Bangladesh, Laos, Nepal, Indonesia, Kenya, Zimbabwe, Burkina Faso, Nigeria, Madagascar and Bolivia. CBM Global works in over 20 countries, maximising our impact through long-term, authentic partnership and a coordinated mix of inclusive community-based programmes, local to global advocacy and delivering inclusion advice to other organisations.

We draw on learning and evidence from our community work to inform our advocacy hand-in-hand with the Disability Movement at local, national and international levels, including with the UN, to achieve systemic change for people with disabilities. We advise governments, UN bodies and other organisations on how to ensure inclusion in their own organisations, policies and programmes to further amplify our impact.

## **The Role**

### **Nigeria Country Programme Manager**

Reports To: Country Director

#### **Job Overview**

The Country Programme Manager is responsible and accountable for the programme components of CBM Global's Country Plan. As the leader of the Programme team in country, this is a central and strategic role. Success requires working in close collaboration with partners, Thematic Teams and Member Associations to develop, win support for and ensure effective delivery of a growing portfolio of programme work, across all three vehicles of change detailed in the organisation's programmatic strategy. S/he will ensure high standards, in line with our Programme Quality Framework and the development and maintenance of effective and authentic partnerships in line with our Approach to Partnership. S/he will establish strong capacity in project design, proposal development, effective project implementation, monitoring, evaluation and learning within CBM's Country Office and partners.

**Based: Abuja, Nigeria**

**Hours: Full-time**

**Salary range:** The salary offered will be competitive, dependent on skills and experience. We offer a local contract.

#### **Responsibilities and Duties**

1. As a member of the Country Programme Senior Management Team, support the Country Director with the overall leadership of the Country Programme.
2. Provide programmatic leadership in the development and implementation of the Country Plan.
3. Lead the Programmes team within the country Team. Clearly articulate a compelling vision and direction for the team. Inspire and direct the team towards achieving this vision. Build team performance through management, coaching and mentoring.
4. Build and maintain authentic partnerships with stakeholders, in particular with the disability movement, ensuring our work reflects and is responsive to the needs of people with disabilities. Foster a model and approach to partnership that aligns with and supports our partnership principles.
5. Working with partners, Thematic Teams and Member Associations, lead the development of a coherent portfolio of programme work, across all vehicles of change detailed in CBM Global's programmatic strategy. Champion an approach that embraces CBM Global's operating model; programme quality framework; and partnership with the disability movement.
6. Identify funding opportunities for CBM Global's work. Actively support fundraising and cost recovery and raise funds from in-country sources.
7. Work with and support partners to ensure effective and timely delivery of projects in line with required standards, objectives, activity plans and budgets. Ensure project reporting requirements are met in line with CBM Global and donor requirements, standards and timelines.
8. Foster a culture of learning and accountability by promoting the inclusion of good monitoring, evaluation, feedback and learning practices within projects. Support learning dissemination, and documentation of good practice cases.

9. Support the Finance Manager to ensure that programme and financial aspects of project design, budgeting and implementation go together.
10. Monitor in-country calls for proposals from institutional donors and support the Country Director in building focused relationships with representatives of such donors and other NGOs with whom CBM can collaborate.
11. Advocate, champion and model disability inclusion to promote inclusion of people with disabilities in their communities and in all aspects of society
12. Ensure that all children and adults who come into contact with CBM's programmes, are safeguarded to the greatest extent possible. Comply with all aspects of the CBM Global Safeguarding policy and associated standards and procedures.

### **Key outcomes expected from this role.**

1. A coherent and growing portfolio of programmes, aligned to the country plan and organisation programmatic strategy that is developed and delivered to an exemplary standard, achieving agreed outcomes and impact.
2. A high performing, agile programmes team with a culture that reflects CBM Global's values and champions the foundation principles detailed in the Operating Model.
3. Authentic and effective partnerships, developed and maintained in line with CBM Global's approach to partnership.
4. Compliance with CBM Global procedures and standards relating to project design, implementation, monitoring, reporting, evaluation and learning.
5. CBM Global and its work with partners is recognised as a driving force for promoting the inclusion of people with disabilities in their communities and in all aspects of society.

### **Person Specification**

All of the following requirements are essential, unless marked with a \* when they are desirable.

### **Experience**

- Professional experience in a national or international NGO with a minimum of 3 years at senior level, with a track record in successfully designing and managing large.
- Experience and a track record in developing and managing large scale inclusive development and/or humanitarian programmes in collaboration with national partners, including consortium led projects.
- Experience and a track record of identifying fundraising opportunities; successfully securing grants from donor organisations and of building productive relationships with donors.
- Proven experience in results-based management and project cycle management, including assessment, monitoring and evaluation, with a sound understanding of budgeting and programme finance management.
- Demonstrated experience in managing internal and external relationships and partnerships particularly with national / local governments.
- Experience in working with various government/bi-lateral/major institutional donors.

### **Skills/competencies/personal qualities**

- Skilled in building collaborative relationships with partners and stakeholders, internal and external.
- Outstanding interpersonal, relationship building and employee coaching skills.
- A self-starter. Proactive, resourceful and entrepreneurial.
- Diligent, persistent with a can-do, positive attitude
- Ability to demonstrate focus and decisiveness.
- Lived experience of disability and knowledge of disability issues an advantage\*
- Passionate about effecting change at a global level for and alongside people with disabilities and their communities, with a deep commitment to the vision of CBM Global and sympathetic to our Christian values.
- English (professional proficiency), and local language (professional proficiency as relevant).

## **Qualifications**

- Relevant university degree in social sciences, international development or related field, or equivalent experience

## **Employee Benefits**

- We offer a flexible and working from home culture.
- As part of its commitment to its work with people with disabilities, CBM Global aims to help successfully employ and retain people with disabilities and those with health conditions. We have a comprehensive equality and diversity policy.

## **Useful Information**



## **Shortlisting and Interviews**

CBM Global is an equal opportunities employer, committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process; if you are shortlisted we will contact you and invite you to attend an online interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

## **Diversity Policy Statement**

Our workplace promotes an inclusive and accessible environment that supports all

staff to thrive, with provision of reasonable accommodation for employees with disabilities where needed.

We believe that the success of any organisation depends upon its people and their diverse abilities, skills, languages, cultures, and backgrounds. The greater diversity in the staffing of people with different lived experiences helps promote innovation, creativity, and smarter solutions to the constantly changing environments in which we work.

## **Employment Checks**

CBM Global is committed to the safety and best interest of all children and vulnerable adults accessing CBM Global supported services and programmes. Relevant background checks including working with children, police and reference checks will be completed prior to the preferred candidate's employment being confirmed.

All applicants must have the right to work in the relevant country. All offers of employment are made subject to the following criteria: Proof of eligibility and satisfactory employment screening, and three references satisfactory to CBM Global.

## **How to apply**

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**More information about CBM Global Disability Inclusion** can be found by visiting the new CBM Global website: [www.cbm-global.org](http://www.cbm-global.org)

**Closing date: Monday 3 January 2022**

To apply:

1. You must have the right to work in Nigeria. We are only able to accept candidates who meet this criteria.
2. Please download and complete the Application Form. There is space on the Application Form to include a cover letter. Please make sure that you provide specific examples where you meet the essential criteria outlined in the Person Specification, either here or on your CV.
3. Send along with your Curriculum Vitae (***no more than two pages***) to [recruitment@cbm-global.org](mailto:recruitment@cbm-global.org) by the closing date.
4. Informal enquiries are also welcome to the above email address.
5. In the subject header of your email it would be helpful if you could add the role title for which you are applying.

Many of our roles advertised attract large numbers of applicants, and we may not

be able to respond to everyone that applies. If we have not been in touch with you within three weeks of the closing date, it is likely that on this occasion we have shortlisted other candidates who meet the criteria more fully. We do thank you for your application and your interest in working with CBM Global. Please feel free to apply again in the future for other suitable roles.

We very much look forward to receiving your application.

*Recruitment team*

CBM Global