



Job Title:	Head of Program Implementation	Department/Group:	Implementation
Reporting To:	Regional Program Director, Country Manager	Years of Experience	12 years
Level:	Management team	Travel Required:	80%
Location:	Ngororero-Western province		
Job Description			

About Raising The Village

We are Raising The Village (RTV) – an international development organization and a registered charity – on a mission to end ultra-poverty in sub-Saharan Africa. Raising The Village is a fast-growing organization on an accelerated growth path. We have 200+ national staff in the Sub-Saharan Africa (SSA) region and a team of 12 people in North America working together to lift communities out of ultra-poverty in last-mile villages. We operate at the intersection of direct implementation and advanced data analytics to inform progress, decision-making, and impact.

To date, we have supported more than 1,000,000 people in SSA through our innovative holistic approach and are on track to expand our reach and impact year over year.

We have achieved this tremendous growth with the support of our incredible partners from all around the globe who believe in our model and impact. Find out more about our programs and impact at: www.raisingthevillage.org.

Position Summary

The role will report to the Regional Program Director, who will provide technical oversight for overall country implementation, project management processes, strategy development, and performance management. Additionally, there will be clear matrix reporting to the Rwanda Country Manager, who will oversee day-to-day management and country-specific strategy execution.

The Head of Program Implementation leads the designing and implementation of Raising The Village (RTV) programs and provides strategic and operational leadership to the Implementation teams in Rwanda. The person in this role will ensure that programs are aligned with RTV’s vision, strategy, and model of change and are compliant with our policies, frameworks, and funding obligations, and will play a critical role in helping us create and embed a scalable infrastructure for successful program development, implementation, replication, and expansion. The position provides leadership to ensure quality program development and implementation – including monitoring, evaluation, accountability, and learning – and effective resource planning. The incumbent will also be responsible for grant compliance and participate in donor engagement and

reporting activities as required. To build the capacity of managers and field teams, the incumbent will be required to take leadership in mentoring, coaching, and team building.

Roles and Responsibilities

Program Leadership - Planning, Delivery & Innovations

- Provide integrated strategic and technical leadership in program designing, budgeting and implementation of designing, developing, planning, budgeting, implementing, and monitoring RTV programs.
- Lead, develop, and implement RTV's growth and scaling strategy including Program Innovations, and Strategic Initiatives.
- Participate and support overall country strategy and expansion plans.
- Facilitate and ensure cross-team collaboration of the program teams, including ensuring strategic alignment, optimized strategies across all regions, and effective resource planning.
- Work with the Senior Leadership Team to help create organization-wide programmatic strategies around growth, scale, sustainability, impact, and long-term areas of focus.
- Ensure that program activities operate within the policies and procedures of the organization and comply with all relevant legislation and professional standards.
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks.
- Be accountable for overall program quality, learning, and success

Learning & Growth

- Implement an integrated learning and growth strategy in coordination with relevant stakeholders including gap analysis to identify district, regional and country needs for technical and behavioral skills learning for staff and government stakeholders.
- Take leadership in developing and implementing frameworks, curriculum, tools, and processes for programs learning, and development initiatives for staff and government partners to support program sustainability
- Develop and implement improved processes and tools for project management and program reporting to support the teams.
- Facilitate RTV's adoption and use of technology and advanced analytics in programs through the integration of real-time data-driven decision-making.

Stakeholder Relations

- Ensure compliance to funder/donor expectations through timely reporting in the implementation of RTV programs.
- Support our government relations strategy with strong KPIs monitored and reported on as an integral part of our Scaling strategy.

People Management

- Provide effective leadership and ongoing coaching to Regional Managers and District Heads, establishing an internal pipeline of resources to scale RTV's programs.
- Lead integrated resource and operational planning for program planning and delivery.
- Champion compliance with RTV HR policies and procedures to the program team in delivering high-impact programs.
- Champion gender equity and 'great place to work' programs
- Carry out other duties, as directed/delegated by the Supervisor or designate, in alignment with the organization's mandate.

Skills & Expertise

- Proven leadership skills, analytical and strategic management skills
- Strong understanding of ultra-poverty in last-mile Rwanda with a passion for community service delivery. Prior experience of working with vulnerable communities will be an asset.
- Demonstrated success in leading program design, planning, and implementation with technical knowledge in agriculture, water, health, and community development.
- Capacity building skill set including training, mentorship, and skills development Demonstrated knowledge in risk and financial management
- Excellent communication skills (written and oral) in English with sensitivity to and responsiveness to all partners/stakeholders including staff. Proficiency in Kinyarwanda and any other local language of the communities where RTV operates will be considered an asset.
- In-depth understanding of logical frameworks and theory of change for complex, multi-year projects and of leading teams in formulating strategic and action plans.
- Proficient experience in program evaluation at both outcome and impact levels with a strong understanding of the use of data analytics for decision-making.
- Highly proficient in the use of technology and day-to-day use applications. Strong knowledge of database programs, business intelligence tools, and statistical software packages will be considered an asset.
- Able to establish, build, and maintain effective working relationships with staff, government, and other stakeholders to provide and solicit support.
- Willingness and ability to travel to hard-to-reach areas under difficult Conditions

Qualifications

- Minimum of 12 years of practical and progressive management within non-governmental or international development organizations, with experience in scaling the organization's assets
- Minimum of a BA or MA preferred in a development, business management, or related field.
- Formal training or equivalent experience in financial management and project management.

Raising The Village is an equal-opportunity employer committed to diversity and inclusion. We highly encourage women candidates to apply.