

SOLIDARITY SERVICE FOR SANITATION AND SENSITIZATION



SOSSES

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MOTTO: UNITED EFFORT FOR GLOBAL CHANGE

Program Manager

Job Description

Solidarity Service for Sanitation and Sensitization (SOSSES) considers diversity, equity, and inclusion to be one of our core values. We are committed to providing and promoting a diverse and inclusive environment for all, giving each person the opportunity to succeed professionally. By doing so, we thrive as an organisation through diversity and the unique qualities and life experiences our staff bring to the workplace. SOSSES considers equal opportunity and non-discrimination to be fundamental to the mission and objectives of the organisation. All staff hired at SOSSES are encouraged to embrace, continually support, and enhance social equity within our organisation and in our community.

Position Overview

The position of Program Manager is focused on employment and training services, contract management and development, grant writing and administration, and creative networking. Furthermore, continually enhance and broaden the reach of workforce development programs aimed at enriching people's lives and the economic strength of the underprivileged.

This position reports to the Director of Programs.

The Program Manager embodies continuous improvement and has an intuition for identifying ways to

improve any and all aspects of our work and making that happen directly and through the teamwork of

others.

Essential Functions

1. Develop a strong understanding of the workforce development system and its partners to produce efficient, cost-effective, and successful processes that meet the goals within SOSSES's strategic work plan.

2. Support the Director of Programs by providing oversight, monitoring and technical assistance to assigned projects and contracts.
3. Support the development, implementation, and continuous evaluation of SOSSES investments, specific to most vulnerable and disproportionately represented populations in the community.
4. Support and deliver successful program objectives of various initiatives, specifically, community development projects.
5. Assist in the preparation, management, evaluation, and execution of contracts for assigned projects, including budget and compliance management.
6. Work on a team under the leadership of the Director of Programs to develop and implement strategies that align with SOSSES Strategic Plan.
7. The position is also responsible for collecting, analyzing, and reporting data on the performance of funded program activities.
8. Preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to grant opportunities.
9. Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of SOSSES, and the requirements and guidelines of the funding agencies;
10. Generates revenues for SOSSES programs through timely submission of well-researched, well written and well-documented grant proposals;
11. Maintains primary responsibility for grant schedules and tracking grants; Serves as a liaison to all funding agencies and organizations;
12. Works with appropriate personnel to research, develop, write and submit letters of inquiry, concept papers and grant proposals;
13. Coordinates and follows-up on the progress of submitted proposals;
14. Upgrade Grants Manual procedures.
15. Responsible for preparing and submitting the quarterly and annual reports.
16. Develops and maintains a master file on pending grants and contracts.
17. Remains up-to-date on current issues relative to grant proposals.
18. Meets regularly with ED and Program director to discuss current and new funding needs.
19. Inform supervisor on the progress of all grants and issues that may arise with each grant.
20. Other duties as assigned.

Knowledge and Skills – Required

- 3years’ experience in program/project management; Bachelor’s degree; or equivalent combination of education and experience.
- Excellent oral and written communication skills.
- Highly motivated and actively contributes to a collaborative environment that engages and challenges fellow SOSSES team members in meeting organizational and personal goals.
- Skilled in planning and prioritizing work effectively, working independently and with minimal supervision.
- Skilled in effectively operating standard office equipment including personal computer and related software.
- Strong interpersonal skills and ability to work collaboratively with colleagues and partners.
- Awareness of differences among vulnerable populations and demonstrated ability to interact effectively with people from different cultures and experiences.
- Demonstrated experience in partnership development and maintenance.
- Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations and ability to create complex cost proposals.
- Demonstrated experience in grant writing, project planning, management, and evaluation techniques.
- Ability to gather, analyze, and interpret data to present ideas, conclusions, and factual data in clear and concise written and oral formats.

APPLICATION INSTRUCTIONS

The following documents should be sent to info@sosses.org by mail or physical copies deposited at the head office at Buea, untarred malingo, directly opposite kitchen corner.

- A cover letter addressed to the Executive Director of SOSSES.
- An updated CV.
- Copy of national ID card.
- Copy of highest certificate.