



## VACANCY: PROGRAMS MANAGER

We are in search of a full-time Programs Manager to join our team, starting from 1 March 2024 or as soon as possible. This role aims to contribute to IAM's overarching mission and strategy, specifically focusing on fostering collaboration with LGBTIQ+ and faith communities, as well as sexual minorities on both national and international levels.

She/ he/ they will manage IAM's projects, provide quality control over IAM's programs through methods such as managing budgets, staff, activities, trainings and intended final outputs/products.

### **The role/duties and skills of a program manager:**

- Manages IAM's projects/programmatic work. Manage and organise activities and ensure that programmatic goals align with the organisation's objectives.
- Manages the team that coordinates programs for IAM in the day-to-day performance of their jobs. Has authority over programmatic personnel's actions. Informs director of any challenges or changes.
- Provide training to new staff.
- Collaboratively design/update programs that align with the organisation's mission and support the organisation's goals.
- Have good relationships with all the staff and communicate with director and other managers to collaborate with the projects as well as evaluate programs.
- Strong organisation and time management systems and skills needed to manage and sustain the programmatic work and look after the partnerships which might be most needed in the organisation.
- Schedules and forecasts planning for special events that publicise the organisation and its programs to the community/region.
- Prepare narrative progress reports, timeously. This forms the bases for donor reports.
- Collaboratively responsible to develop and implement annual plan of action (POA).
- Financial management: ensures that the programmatic/project goals are met and adhering to approved budgets. Manage program budgets within the limits set.
- May be asked to assist in the development of grants applications or proposals.
- Support income generation process for programs. Could be asked to establish fundraising and development goals, identifies potential donors or sources of funding.
- Travel can be required to attend conferences and manage program implementation in local, regional or maybe international.
- Reports to the director.

### **Competencies**

- Administrative: efficient computer skills, report writing, planning and budgeting experience (Microsoft Word and Excel).
- Excellent verbal and written communication skills and good interpersonal and multidisciplinary project skills.



- Ability to network with diverse organizations and interfaith leadership and communities.

### **Personal Qualities**

- A proud and out member of the LGBTQ+ group would be preferable.
- Significant and proven leadership skills developed in management positions.
- Trustworthy, diplomatic, understanding and innovative with high energy level.
- Passion for the mission of IAM and working with and for sexual minorities within faith communities.
- Must have a drivers license and vehicle.

### **Academic Qualification**

- At least a bachelor's degree in theology or equivalent accredited theological training.
- At least four years' experience in project management.
- Knowledge and experience in working with the LGBTQ+ and faith communities and individuals.
- Experience working with a diverse team.
- Knowledge of organisational management and experience in conducting and/or facilitating conferences, workshops and trainings.
- Foster a healthy organizational culture, to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate; effective at conflict management.
- Unwavering commitment to develop and implement quality programs.

The above job description is intended to describe the general nature and level of work being performed by the incumbent. ***It is not intended to be construed as an exhaustive list of all responsibilities, tasks and skills required to perform this job.*** The incumbent may be required to perform additional tasks and duties outside of this description, if so required.

**Location:** The candidate must reside in the city of Cape Town.

### **APPLICATION PROCEDURE**

Interested applicants should submit the following documents to [info@iam.org.za](mailto:info@iam.org.za) by 17:00 (CAT) on 9 February 2024:

- Cover letter explaining suitability for the position.
- Up-to-date CV (not exceeding 4 pages, including a recent photograph).
- Proof of academic qualification.
- Identity document.
- Valid driver's license.
- 2 relevant contactable work references from the past ten years.

All documentation must be certified and not older than 3 months. Only successful candidates shortlisted for the position will be notified by 15 February 2024. Security checks will be conducted on the successful candidate