

JOB PROFILE

SECTION A: JOB TITLE

A.1 JOB IDENTIFICATION	
1. Job Title	Head of Programmes and Impact
2. Job Grade	E3

A.2 LOCATION OF POSITION	
Division	Programmes – Regional Office
Department	Programmes

A.3 REPORTING LINE	
Immediate Supervisor	
Chief Executive Officer	
Number of Direct Report(s)	
5	
Number of In-Direct Report(s)	
N/A	

SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POSITION

B.0 PREAMBLE

The Southern Africa Trust is committed to fostering a workplace that upholds feminist principles, values and ethos, and intersectional approaches in all our systems internally and our work externally. All staff and Board members strive to demonstrate these values and principles as articulated in our strategy and in the ways of working and relating, internally and externally.

B.1 JOB PURPOSE

The Head of Programmes provides strategic and operational leadership of the Trust's regional programme portfolio. The role is responsible for translating organisational strategy into coherent, high-impact programme frameworks across countries, ensuring programme quality, performance, learning, and alignment. The position leads programme design, grantmaking, monitoring, evaluation, research and learning (MERL), and portfolio performance management across the region. It ensures integration and coherence across country programmes while enabling Country Managers to deliver effectively within their contexts.

The role serves as a key member of the Management Team, contributing to organisational strategy, resource mobilisation, partnerships, and institutional positioning.

B.2 DUTIES OF THE POSITION

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Output (Expected Results)	Weighting
1.	Strategic Leadership - Programme Strategy, Design & Impact	<ul style="list-style-type: none"> Serves as a member of the Management Team, contributing to organisational strategy, planning and performance. Contributes to organisational decision-making, problem-solving and continuous improvement. Supports organisational reporting to the CEO and Board on programme performance and impact Leads the development and implementation of the Trust's regional institutional and programme strategies aligned to organisational priorities. Provides strategic leadership and oversight of the Grant-making, Research & Learning and Strengthening Civic Infrastructure portfolios, ensuring each has clear plans, leadership, targets and performance frameworks. Ensures integration and alignment across portfolios and country programmes. Drives programme quality, coherence, learning integration and evidence-based decision making. Ensures programme approaches are responsive to regional dynamics and grounded in feminist and intersectional principles. Oversees monitoring, evaluation, research and learning across the programme portfolio and the organization Drives a culture of evidence-based programming, adaptive learning, and continuous institutional improvement 	<ul style="list-style-type: none"> Strong contribution to organisational leadership and decision-making Clear, coherent and impactful programme strategy High-performing and well-integrated programme portfolios Demonstrable programme impact aligned to organisational goals Strong evidence base informing programme decisions and positioning Alignment between regional strategy and country programme delivery Evidence-informed programme improvements Cross-country learning and knowledge integration 	20%

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Output (Expected Results)	Weighting
2.	Grantmaking Strategy & Portfolio Management	<ul style="list-style-type: none"> Leads the development and implementation of the Trust's grantmaking strategy, policies, frameworks and tools Oversees grant portfolio planning, allocation decisions and performance management across the region Ensures alignment between grantmaking, programme strategy and organisational priorities Establishes and maintains systems for grant tracking, compliance, reporting and accountability Strengthens partner selection processes, due diligence, and capacity support approaches Monitors grant performance, partner accountability, and impact delivery Ensures compliance with donor requirements, governance standards and risk management frameworks Drives continuous improvement of grantmaking practices, processes and systems 	<ul style="list-style-type: none"> Clear, effective and consistently applied grantmaking frameworks and systems Strategic, balanced and high-performing grant portfolio Strong compliance, transparency and accountability in grant management Improved partner performance and contribution to programme outcomes Efficient, timely and well-governed grant allocation and management processes 	20%
NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Output (Expected Results)	Weighting
3.	Country Programme Leadership & Performance, Strengthening the Civic Infrastructure Initiative team	<ul style="list-style-type: none"> Provides strategic leadership, guidance and performance oversight to Country Managers and Programme Officers. Ensures alignment between country strategies, plans and regional programme frameworks. Leads and provides oversight to the Strengthening the Civic Infrastructure Initiative consultant/ team Holds Country Managers accountable for programme delivery, quality, compliance and results. Facilitates cross-country collaboration, learning and consistency in programme implementation. Supports adaptive management based on country context and performance insights. Ensures integration of learning across countries and programmes. Balances support, coaching, and performance management of Country Managers. 	<ul style="list-style-type: none"> High-performing and accountable country programmes Strong alignment between regional and country-level delivery Improved programme quality, consistency and impact across countries Effective collaboration and knowledge sharing across country teams 	20%

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Output (Expected Results)	Weighting
4.	Resource Mobilisation, Partnerships & Representation	<ul style="list-style-type: none"> • Leads programme design and development of proposals, concept notes and funding opportunities. • Supports resource mobilization, donor engagement with the CEO • Develops and maintains programme-level partnerships and strategic networks. • Represents The Trust in relevant regional/global forums • Ensures alignment between partnerships, programme priorities and organisational strategy. • Leads programme-level partnerships and networks 	<ul style="list-style-type: none"> • Strong funding pipeline and successful resource mobilisation outcomes • High-quality proposals and donor reporting • Strategic partnerships that enhance programme reach and impact • Increased visibility and influence of the Trust in relevant platforms 	15%

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Output (Expected Results)	Weighting
5.	Financial & Programme Risk Management	<ul style="list-style-type: none"> Oversees programme budgets and financial performance across portfolios and countries. Works closely with the Finance function to develop, manage and ensure delivery on the institutional costed workplans. Monitors expenditure, value for money and alignment of resources to programme priorities. Identifies and manages programme risks, ensuring mitigation strategies are in place Ensures compliance with donor requirements, organisational policies and governance standards. 	<ul style="list-style-type: none"> Effective programme budget management and oversight Financial discipline and compliance across programmes Alignment between programme priorities and resource allocation Effective identification and mitigation of programme risks Compliance with governance and donor requirements 	15%

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Output (Expected Results)	Weighting
6.	People Leadership and Management	<ul style="list-style-type: none"> Leads and manages the Programmes, Grants, Research, Learning, and Civic Formations Infrastructure Teams Builds a high-performing, collaborative and accountable team culture Oversees recruitment, performance, coaching and staff development Embeds organisational values and feminist leadership practices Ensures clarity of roles, expectations and accountability across the programme function 	<ul style="list-style-type: none"> High-performing and motivated programme team Strong leadership capacity across portfolios and country programmes Clear accountability and performance management systems Positive team culture aligned to organisational values 	10%

This job description is written at a specific time and is subject to change as the demands of the business and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

3. AUTHORITY OF THE POST

This outlines the authority the jobholder has to make decisions or to take independent action without reference to a superior. Limits of authority are included in the delegation of authority (DoA)

- Decision-making authority on programme strategy, design, and implementation frameworks
- Approval of programme budgets, grant allocations, and programme-related expenditures within delegated authority
- Oversight of programme performance, reporting, and compliance
- Recommendation of strategic programme decisions to the CEO and Management Team.

B.4 KEY INTERNAL AND EXTERNAL INFLUENCERS

Internal	CEO Country Managers Finance Manager Operations Teams Board and Sub-Committees
External	Donors Regional and International partners Civil society organisations Government institutions Research institutions and networks

SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities.

C.1 ESSENTIAL REQUIREMENTS OF THE POST State the minimum educational, qualifications and experience that are required to perform the job competently.	
Qualification	Postgraduate degree in Development Studies, Social Sciences, Public Policy or related field
Experience	Minimum 10 years' relevant experience in programme leadership, development, or policy work At least 5 years in a senior management role Experience managing multi-country or regional programmes Strong experience in grantmaking, MERL, and donor-funded programmes

KEY COMPETENCIES:

Technical competencies	Skills	Values/Attributes
<ul style="list-style-type: none">• Strategic programme leadership• Grantmaking and portfolio management• Monitoring, evaluation, research and learning (MERL)• Financial and budget management• Partnership and stakeholder management• Resource mobilisation and proposal development• Policy and programme integration	<ul style="list-style-type: none">• Leadership, People and Diversity management• Strategic thinking and systems thinking• Strong Analytical and decision-making ability• Conflict management and problem solving• Communication and Influencing skills• Negotiation and relationship building	<ul style="list-style-type: none">• Accountability and ethical conduct• Commitment to feminist and inclusive values• Collaboration and Respect• Adaptability and resilience• Results -oriented and impact-driven• Passion for development

SECTION D: APPROVAL OF JOB DESCRIPTION

TITLE	NAME	SIGNATURE	DATE
CEO			
Incumbent			