



Senior Manager: Programme Execution

1. Position Detail

Position Title	Senior Manager: Programme Execution	Grade / Job Level	
Department	Programmes	Sub-Division	Programmes
Date Reviewed	19 February 2026	Geographical Area	

2. Position in the Organisation

2 nd Line Manager	Chief Executive Officer
1 st Line Manager	Chief Programme Officer
This Position	Senior Manager: Programme Execution
Direct Subordinate(s)	Implementing Manager: Programmes
Number of People Reporting into this Position	8

3. Overall Purpose of the Job

Purpose Statement
The Senior Manager: Programmes Execution is responsible for leading and overseeing the effective execution of NMCF's programme portfolios, ensuring that approved programme strategies are translated into high-quality, measurable and compliant implementation.

4. Education (Formal Qualification Required)

Minimum
Masters Degree and or qualification in Social Sciences, International Development, Business or other relevant field (NQF Level 9)
Ideal
N/A

5. Legal Requirements (e.g. Driver's License, etc.)

Detail
Driver's License

6. Experience (Minimum Experience Required - Number of years)

Minimum	(Years)
Experience as a Senior Manager in a Community Development Role Focusing on Children and Community	8 Years
Advantageous	
Experience in child and youth development, with specific focus on programme area	5 Years

Senior Manager: Programme Execution

7. Position Description

Key Performance Area / Main Output	Detailed Description / Inputs
Programme Execution and Delivery Oversight	<p>Rollout and monitor the implementation of approved programme strategies and monitor delivery against impact indicators</p> <p>Design programme execution roadmaps to support grant requirements</p> <p>Supervise Implementing Managers to ensure interventions are delivered effectively and in line with approved operational plans</p> <p>Identify risks and issues and implement corrective actions to maintain delivery momentum</p> <p>Ensure programmes are delivered on time, within scope and aligned to expected outcomes</p> <p>Work with Communications and Engagements to create necessary project documentation, such as policy briefs, guidance notes, OpEds, Press Releases, etc.</p>
Programme Performance Management	<p>Oversee the implementation of programme strategies through defined outputs, milestones and performance indicators</p> <p>Support Implementing Managers but ensure they are accountable for delivery against KPIs and grant commitments</p> <p>Conduct structured performance reviews to assess progress and corrective actions</p>
Monitoring and Evaluation Implementation	<p>Collaborate with Monitoring and Evaluation Unit to implement programme performance tracking tools such as log frames, indicator frameworks, etc.</p> <p>Support baseline, mid-term and end-line evaluations to assess programme outcomes</p> <p>Oversee structured analysis of programme data to identify trends, risks and improvement areas, and define plans for improvements</p> <p>Oversee and monitor compliance with Monitoring and Evaluation requirements</p> <p>Review performance inputs and reports for quality, integrity and alignment with donor guidelines</p> <p>Work with Monitoring and Evaluation and Communications to ensure consistent and valuable reporting</p>



Senior Manager: Programme Execution

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Grant Implementation and Compliance	<p>Monitor the application of Grants to ensure compliance with funding agreements</p> <p>Create a framework and guides to capture programme data and grant performance metrics</p> <p>Review implementation reports from Implementing Managers prior to submission to ensure quality and compliance</p> <p>Provide inputs to the Grant Writer to strengthen funding proposals and renewals</p> <p>Review and assess grant commitments checking that they are in line with the community needs and are workable</p>
Programme Integration and Operational Coordination	<p>Manage operational components of programmes including administration, partnerships and project management</p> <p>Guide Programme Officers and Implementing Managers in the management of their programmes</p> <p>Review and formally approve programme reports developed by Programme Officers</p> <p>Strengthen collaboration across programme portfolios to support the achievement of the objectives of NMCF</p> <p>Prepare performance reports on projects and programme portfolios, highlighting risks, trends and required interventions</p> <p>Ensure programme reporting supports funding credibility and reputational integrity and work with Monitoring and Evaluation to ensure accurate tracking of indicators</p> <p>Work with Resource Mobilisation to identify funding opportunities linked to programme needs</p> <p>Work with Finance to align operational plans with financial controls</p> <p>Gather and document programme insights to create a culture of growth and organisational learning</p>
Programme Budget and Resource Management	<p>Develop programme-level operational budgets aligned to approved allocations</p> <p>Monitor expenditure against budgets and investigate variances</p> <p>Ensure spending complies with donor conditions and financial controls</p> <p>Forecast expenditure aligned to implementation schedules</p> <p>Provide structured budget performance updates to the Chief Programmes Officer</p>
Community and External Stakeholder Engagement	<p>Lead engagement with community stakeholders to ensure programme relevance and sustainability</p> <p>Represent the organisation in meetings with partners and sector platforms where required</p>



Senior Manager: Programme Execution

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	<p>Manage relationships with implementing partners to ensure alignment to objectives</p> <p>Ensure beneficiary feedback informs programme refinement and future developments</p>
Ethical Governance and Safeguarding Oversight	<p>Make sure safeguarding, child protection and conduct policies are applied in all programmes</p> <p>Guide Implementing Managers so that safeguarding requirements are followed during planning and delivery</p> <p>Check that safeguarding procedures are being used correctly and that reporting lines are clear</p> <p>Ensure that vulnerable beneficiaries are protected and referred to the right services when needed</p> <p>Address safeguarding concerns promptly and escalate serious matters in line with policy</p> <p>Remind teams of their responsibilities and reinforce safe practice during programme delivery</p> <p>Ensure programmes are run in a respectful and transparent manner</p> <p>Act quickly if any conduct issues could harm beneficiaries or the organisation</p>
Thought leadership and knowledge management	<p>Track trends and issues emerging from programme work and raise them for discussion</p> <p>Create space for teams to reflect on challenges and share practical solutions</p> <p>Document programme approaches, case examples and lessons from implementation</p> <p>Ensure learning from one programme is shared with others where relevant</p> <p>Provide implementation insights to support reporting and future funding applications</p> <p>Maintain organised records of programme tools, materials and key documents for future use</p>



Senior Manager: Programme Execution

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People Management	<p>Provide leadership and direction to the finance and operations team by clarifying roles, setting performance standards, and driving accountability</p> <p>Lead the full performance management cycle, including goal setting, regular reviews, feedback, and development planning</p> <p>Build team capability through coaching, skills development, succession planning, and effective workload management</p> <p>Partner with HR on workforce planning, recruitment, onboarding, and compliance with labour legislation and HR policies</p> <p>Foster a positive, ethical, and high-performance team culture while addressing performance and conduct matters in line with organisational procedures</p>

8. Special Requirements

Detail
Travel as Required

9. Competencies (Skills and Behavioural Attributes) - Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Knowledge	Skills	Behavioural Attributes
Programme Implementation Models	Operational Performance Management	Accountability
Grant Compliance Requirements	Grant Delivery Oversight	Discipline
Monitoring And Evaluation Frameworks	Data Driven Decision Making	Judgement
Community Development Practice	Stakeholder Engagement Management	Credibility
Non Profit Regulatory Environment	Budget Control Management	Responsibility
Child And Youth Development	Cross Functional Coordination	Collaboration
Risk And Compliance Standards	Problem Solving Execution	Resilience
Organisational Strategy Alignment	Tactical Planning Execution	Ownership
Programme Implementation Models	Operational Performance Management	Accountability
Grant Compliance Requirements	Grant Delivery Oversight	Discipline
Monitoring And Evaluation Frameworks	Data Driven Decision Making	Judgement
Community Development Practice	Stakeholder Engagement Management	Credibility



Senior Manager: Programme Execution

10. Participants

Participant Name	Participant Designation
Karl Muller	Chief Programme Officer
Belinda O'Regan	21 st Century Executive Consultant

11. Approved By (Incumbent and Line Manager)

Name	Designation	Date	Signature
	Line Manager		
	Incumbent		