

Department:	Programmes
Responsible to:	Country Director
Location:	Tubmanburg, Bomi County, Liberia
Contract length:	Permanent

Our vision

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

Job purpose

To provide inspirational and impactful leadership of Mary's Meals programme in Liberia (MML). The role takes the overall strategic responsibility on ensuring development and evolution of our programme, particularly in the areas of our programmatic delivery model, including quality and operations. The role will work in a highly collaborative manner across our global programmes team and other functions to achieve the objectives of ensuring highly effective systems, processes and tools are implemented and robust governance. The role will lead a team and serve as an integral member of the Senior Leadership Team (SLT) and identify, lead, and support key projects. A measure of success will be ensuring programme delivery continues to evolve strongly to enable the growth and quality needed to help Mary's Meals achieve our vision.

Key activities

Strategy and planning

- To contribute strongly to development and implementation of Country Programmes strategy
- To contribute strongly to the alignment to and evolution of our school feeding approach
- To take the overall responsibility on the implementation of our school feeding delivery model and operations procedures
- To identify, lead and deliver other key strategic projects and initiatives to further enhance our programmatic delivery and operations.
- To support the development of proposals and budgets
- To set clear team annual work plans and budgets and monitor regularly.
- To meet grant reporting requirements and coordinate in-country grant management.

Leadership

- To provide strategic leadership to our programmes, as a SLT member
- To lead, develop, coach, and inspire a high-performing team, promoting a culture of strong employee engagement and empowerment.
- To build strong, trusted, values-driven relationship with all key stakeholders.
- To ensure self-development and keeping relevant knowledge current
- To ensure team collaborate deeply across the various pillars of the programmes function, to achieve objectives in accordance with MML in-country and global strategy.
- To ensure structures and role definitions are fit-for-purpose.
- Lead on managing change with key stakeholder groups.
- Oversee the delivery, monitoring and reporting of progress made against team and directorate strategies and plans.
- Lead, develop, coach and inspire a high-performing team, promoting a culture of engagement and empowerment including identifying and implementing opportunities for delegation and development.
- Seek all opportunities for personal growth and development to support the aims of our organisational strategy.
- Role-model Mary's Meals values and leadership behaviours.

Programmatic Excellence

- To ensure clear roles and responsibilities across programme teams
- To support effective governance and budget management, working with other functions including logistics, legal, risk, security, communications and finance.
- To lead on planning and managing school feeding expansions activities
- To report and work closely with the Programme Delivery and Operations and Programme Development teams at Mary's Meals International within a matrix structure.
- To be an active member of the global forum for Head of Programmes
- To work alongside with other organisations, including NGOs, government, and international partners to share best practice.
- To work in partnership with the Government of Liberia and other major stakeholders as applicable

To take the overall responsibility for:

Delivery:

- efficient implementation of our school feeding delivery model and identify opportunity to contribute to further innovation of our programme delivery.
- compliance with relevant policies and standard operating procedures,
- working with IT function to ensure robust SFDM digital data collection and analysis.
- maintaining robust data quality and information sharing across departments & with MM global family
- submitting accurate and high-quality reporting of programmes delivery and operations and to ensure effective management information availability to inform decision making.

Development

- ensuring that programme implementation follows the MM School Feeding Approach (SFA) and other relevant policies identify opportunities to contribute to further development
- ensuring that programme delivery is robustly monitored, evaluated, and reported on and that impact is well understood.

- ensuring that the programme is working towards excellence, including identifying gaps, opportunities and changes needed.
- ensuring communities and volunteers are robustly engaged and mobilized in an empowering manner in supporting school feeding.
- ensuring that the MM programme is implemented within the framework of the host government's policies on schools feeding and the national development plans and approaches.
- Lead the identification of issues for lobbying and advocacy with government and other education sector stakeholders.

Operations (Collaborative responsibility)

- Working closely with logistics and procurement teams ensuring our operations are effective and are robustly supporting our programme delivery in terms of fleet, food ordering and distribution, supplier management and facility management.
- ensuring strong data analysis, reporting and use of data for process improvement
- Working closely with the communications team ensuring strong communication plan are in place and delivered so that all stakeholders are well informed on relevant operations information.

Other

- To represent Mary's Meals externally as required, and appropriate, as a key member of SLT and the wider Mary's Meals organisation.
- To ensure the maintenance of excellent relations with all of Mary's Meals partners, supporters and stakeholders, as required.
- To support HR and Country Director in managing Human Resource related issues
- This role undertakes regulated work with children and is required to register with the Protected Vulnerable Group Scheme or local equivalent.

All employes are expected to undertake the following general duties:

- Work within the framework of the Mary's Meals mission, vision and values.
- Work towards achieving department strategy, operational plans and objectives.
- Ensure familiarity with and adhere to all Mary's Meals policies and procedures.
- Undertake and apply learning from appropriate training and development programmes.
- You may be required to travel to countries where Mary's Meals operates.
- Understand and uphold the standards outlined in the Safeguarding Policy, acting with due care and attention to safeguard anyone that comes into contact with our work.

The role will require to travel to locations in which Mary's Meals programmes operate in Liberia & abroad.

Key relationships

Internal relationships
 Head of Services (SLT)
 Head of HR (SLT)
 Security and Risk Manager
 IT Engineer
 Communications Manager
 Programme Lead- Logistics

Internal Relationship MMI:
 MMI Programme Delivery and Operations Team
 MMI Programme Development Team

Reports to:
 Country Director (SLT)



External relationships:
 Ministry of Education at central, county & district level
 Ministry of Internal Affairs
 Ministry of Health
 Ministry of Agriculture
 MML Stakeholders including schools, PTAs & communities.
 Local suppliers as appropriate

Direct reports:
 Programme Lead – Delivery
 Programme Lead – Development

Qualifications, skills and experience	Essential	Desirable
Strong commitment to Mary's Meals vision, mission and values	✓	
Degree qualification, with a relevant post qualification experience	✓	
Proven experience of strong leadership of a function, and in coaching and developing high performing teams and individuals	✓	
Strategic thinker, with experience of developing and delivering strategy in a complex environment	✓	
Proven ability to identify and drive to a goal, and focused on delivering objectives while consistently demonstrating our values	✓	
Strong communication and interpersonal skills, with ability to establish effective working relationships at all levels	✓	
Experience of monitoring, evaluating, learning and reporting against agreed strategy and plans	✓	
Strong analytical skills and effective financial management experience	✓	
Strong cultural sensitivity, with an ability to work well with a wide range of people in many different contexts	✓	
Experience of international development, knowledge of the place of school feeding, and working in international environments and teams		✓
Strong experience of liaising with community groups and governments		✓
Experience working in emergencies		✓
A postgraduate degree in a relevant subject		✓

How to apply for this role

To apply, please send your CV (maximum 3 pages) with details of three professional references (emails and cell numbers), a cover letter explaining why you are interested in the role and a **valid up-to-date Police Clearance** of good conduct (**Liberian nationals**) to Jobs.Liberia@marysmeals.org

Closing date: 31st May 2024, at 5pm. Only shortlisted candidates will be communicated to for interview.

Your covering letter should make a compelling case for why you feel motivated to work for Mary's Meals Liberia in this role, as well as giving a concise overview of your most relevant skills and experience and should fill no more than two pages of A4.

While Mary's Meals Liberia will endeavour to contact all candidates within a reasonable time, this may not always be possible due to limited resources. Therefore, if you have not heard from us within two weeks of the closing date, you can assume that your application has, on this occasion, been unsuccessful. Mary's Meals Liberia is an equal opportunities employer.

All applicants will be judged strictly based on merit.

Please note: A second interview stage may be required.

Mary's Meals is a child friendly organisation committed to the protection of children.

Mary's Meals is an equal opportunities employer, all who meet the criteria are encouraged to apply.