

JOB DESCRIPTION

SENIOR PROGRAMME CO-ORDINATOR

POSITION:	SENIOR PROGRAMME CO-ORDINATOR
DIRECT SUPERVISOR:	SENIOR MANAGER: OPERATIONS
PROJECT TITLE:	#BEFREE YOUTH CAMPUS
EMPLOYER:	ONE ECONOMY FOUNDATION
JOB GRADE:	C5
DUTY STATION:	WINDHOEK, KHOMAS REGION
NUMBER OF DIRECT REPORTS:	6
NUMBER OF INDIRECT REPORTS:	9

JOB SUMMARY

The Senior Programme Co-ordinator is responsible for overseeing the planning, implementation, and evaluation of the organisation's programmes and initiatives. This role is pivotal in ensuring that the organisation's programmes align with its mission, strategic objectives, and community impact goals. The Senior Programme Co-ordinator will lead a team, collaborate with key stakeholders, and manage resources effectively to deliver high-quality services to beneficiaries. The position requires strong leadership, strategic thinking, thought leadership and a deep understanding of programme management within the non-profit sector.

KEY PERFORMANCE INDICATORS

Programme Development and Planning

- » Lead the design and development of new programmes that align with the organisation's strategic goals and target communities.
- » Coordinate the adaptation of existing programmes based on evolving needs and opportunities, ensuring continuous improvement.
- » Develop detailed programme plans, budgets, timelines, and performance metrics, ensuring all programmes meet both short-term and long-term objectives.
- » Research and stay updated on industry trends, best practices, and community needs to inform programme development.

Programme Implementation and Management

- » Oversee the day-to-day operations of all programmes, ensuring activities are carried out as planned and within budget.
- » Manage programme staff, including recruitment, training, performance reviews, and providing ongoing professional development.
- » Ensure that programmes are delivered with high quality, are inclusive, and meet the needs of beneficiaries.
- » Foster effective communication and collaboration among programme teams, departments, and external stakeholders.

Monitoring, Evaluation, and Reporting

- » Together with the Monitoring and Evaluation Officer, establish systems for monitoring and evaluating programme performance, ensuring that all activities are measured against key performance indicators (KPIs).
- » Regularly assess the impact of programmes, identify challenges, and adjust strategies as needed.

- » Prepare detailed reports on programme outcomes, financials, and impact for internal and external stakeholders, including donors and government entities.
- » Maintain comprehensive programme documentation, including planning documents, progress reports, and outcome evaluations.

Stakeholder and Partner Engagement

- » Build and maintain relationships with key external and internal stakeholders, including donors, community leaders, government agencies, and partner organisations.
- » Represent the Organisation at external events, forums, and meetings to promote the Programmes and secure partnerships and funding.
- » Ensure that the voices of beneficiaries are represented and actively engage with the community to understand their needs and gather feedback on programme effectiveness.

Budget and Resource Management

- » Develop and manage programme budgets, ensuring that resources are allocated effectively and that expenditures remain within approved limits.
- » Monitor and report on financial performance, identifying cost-saving opportunities and ensuring that funding is used efficiently.
- » Source additional funding opportunities through grants, donations, and partnerships to sustain and expand programme.

Leadership and Team Management

- » Provide leadership, guidance, and support to programme staff, fostering a collaborative and results-oriented work environment.
- » Conduct regular team meetings, one-on-one check-ins, and performance evaluations to ensure alignment with goals and to address challenges.
- » Promote a culture of continuous improvement, innovation, and accountability within the Programme team.

Compliance and Risk Management

- » Ensure all Programmes are in compliance with relevant legal, regulatory, and funding requirements.
- » Identify and manage risks related to programme delivery and sustainability, implementing mitigation strategies as necessary.

CONDUCT

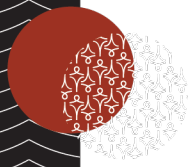
The employee should abide by and uphold the Company's "Code of Conduct" and values both inside and outside the company.

GENERAL

The employee must be willing to do any other reasonable and lawful duties delegated by his/her manager and must be carried out correct and on time.

CORE COMPETENCIES

- » Leadership & Management: Proven ability to lead and motivate teams, manage diverse groups, and foster a positive and productive work environment.
- » Programme Development & Design: Expertise in designing and implementing community- focused programmes that create measurable impact.
- » Communication Skills: Excellent written and verbal communication skills, with the ability to articulate programme goals and outcomes clearly to diverse audiences.



- » Analytical & Problem-Solving: Strong analytical skills with the ability to assess programme effectiveness, identify areas for improvement, and make data-driven decisions.
- » Financial Acumen: Experience in managing programme budgets and ensuring efficient resource allocation to meet programme objectives.
- » Relationship Building: Ability to build and maintain positive relationships with donors, stakeholders, and community members.

EXPERIENCE AND KNOWLEDGE

- » Up to 5 years of experience in programme management, with at least 3 years in a leadership role within the non-profit sector.
- » Strong understanding of the non-profit landscape, including challenges, funding sources, and community dynamics.
- » Strong understanding and proven experience implementing financial literacy and entrepreneurship programmes.
- » Familiarity with monitoring and evaluation methodologies and reporting standards.
- » Proven experience in managing multi-faceted programmes with diverse teams and stakeholders.

QUALIFICATIONS AND REQUIREMENTS

- » Bachelor's Degree in Project Management, Entrepreneurship, Business Administration, Marketing, or Events Management.

One Economy Foundation is an equal opportunity employer and invites suitably qualified persons to submit their applications to **vacancies@leconomy.org** and include **Senior Programme Co-ordinator in the email subject**.

Please ensure that you attach a comprehensive curriculum vitae, certified proof of qualifications and all relevant documentation.

Please submit your applications on or before the closing date of **10 October 2025**.

Only shortlisted candidates will be contacted. All foreign qualifications must be evaluated by NQA (Namibia Qualifications Authority).