



JOB VACANCY

Navrongo-Bolgatanga Catholic Diocesan Development Organisation (NABOCADO) of the Catholic Diocese of Navrongo-Bolgatanga has job vacancy:

JOB TITLE: HEAD OF PROGRAMMES

Location: Bolgatanga

Reports to: Executive Director

JOB DESCRIPTION

Job Summary:

As a member of the Navrongo-Bolgatanga Catholic Development Organisation (NABOCADO) Senior Management Team, you shall provide strategic direction, leadership, and management of the NABOCADO's programming to ensure the establishment and successful implementation of high-quality programs serving the poor and vulnerable. Your leadership, management and knowledge will enable NABOCADO to deliver high-quality programming and continuously work towards improving the impact of its programming. As part of the Senior Management Team, you will proactively manage security and mitigate security risks.

Roles and Key Responsibilities

Programme Planning, Implementation and Management

- Provide leadership to programme Team in the development of strategic plans and budgets, effective and efficient implementation of all programs in NABOCADO to achieve its strategic objectives.
- Lead high-quality project design incorporating project management standards and MEAL methods, appropriate to scope, context, technical requirements of projects, and donor guidelines and objectives.
- Coordinate planning of activities across various projects from different sectors to ensure integration of program interventions and efficiency in implementation.
- Review and ensure alignment of program priorities, strategies and plans of NABOCADO and its Subsidiaries.
- Support the Executive Director and the Senior Management Team to lead the development of both strategic and operational plans in accordance with NABOCADO Strategic Plan and planning guidelines.

- Ensure NABOCADO's programme activities are grounded, strongly inter linked, consolidated and align with the social teaching of the Catholic Church to achieve transformation development in the Navrongo-Bolgatanga Diocese impacting the most vulnerable in communities.
- Create and maintain proper conditions for learning. Establish a safe environment for sharing of ideas, solutions, and difficulties and the capacity to detect, analyze and respond quickly to deficiencies.
- Promote accountability, learning and knowledge management overseeing implementation of the MEAL policy, as well as cross-sectoral and cross-department learning.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, and complete performance assessment for direct reports. (mentor supervisees into leadership roles, sharpening of skills of supervisees, develop succession plans for the directorates, improve responsiveness of supervisees, improve data management and use by directorates etc).
- Contribute to developing staffing plans for projects and to the recruitment process of senior project staff.

Fund Raising & Donor Relationship Management

- Support the Executive Director in developing and managing relationships with NABOCADO donors.
- Lead in development of programme ideas into quality grant proposals through a community based, participatory approach.
- Collaborate with the Executive Director and NABADO's Subsidiaries to respond to potential funding opportunities in the country.

Program Reviews, Monitoring, Evaluation, Program Learning and Reporting

- Ensure close monitoring of the programme works in the field to ensure alignment and contribution to NABOCADO strategy, monitor flow of information and systemic documentation of quantitative and qualitative achievements in the field and lessons learned.
- Ensure quality and timely submission of quarterly and annual or required Programme and Project Performance Reports as per desired standards and guidelines.
- Ensure compliance of approved Programme and Project plans.
- Promote evidence-based learning and the agenda of advancing alternatives.
- Represent the organization / Unit in various programme-related knowledge sharing and learning forums, document and share feedback with the team.

Partnerships and Networking

- Support Directorate Leads and Project Managers to strengthen networks in NABOCADO's collaboration areas.
- Provide support to the networks for building capacity of the member organisations.
- Support the Executive Director in strengthening our relationship with the strategic networks and alliances
- Represent NABOCADO and participate in network and alliance meetings, events and forums at national and international levels
- Ensure effective information flow and communication with other stakeholders including partners and donors
- Initiate and nurture networks and alliances with academia, and research institutions

- Ensure effective partnerships at all levels as per standard procedures and guidelines of the organization.
- Coordinate and support review of partnerships and ensure follow up of partners after reviews and reflections

Financial Management

- Develop, monitor, review and update the Programmes activities, and work plan to ensure that it attains its objectives as cost-effectively and efficiently as possible.
- Review and approve programme concepts, partner financial requests as per organizational process and procedures.
- Review programme expenditures from the Programme Unit line staff to ensure conformity to Financial Policies and Procedures Manual of NABOCADO
- Monitor and advise on programme and project spending and variance report as per organizational process and procedures.

Human Resource Management

- Lead and manage programme team to achieve its mandated targets in accordance to annual operational plans.
- Ensure an empowering work environment and team building in compliance NABOCADO's Human Resource Manual.
- Ensure an enabling environment for staff performance, recognition and reward of the programme team to encourage staff productivity, innovation and performance (e.g. facilities, equipment, duty facilitation, team building etc.).
- Participate in the review of staff job descriptions and setting of performance standards
- Involve in recruitment of staff under supervision of Human Resource Manager.
- Assigns performance objectives to supervised staff, conducts comprehensive performance appraisal of supervised staff and provides / obtains feedback when necessary.
- Ensure that performance records of staff under supervision are submitted to HR on time.
- Provide induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively.

Policy Management and Compliance

- Lead the development and implementation of NABOCADO specific guidelines for the management of partnerships and other relevant organizational policies
- Participate in the review and update of NABOCADO's policies and procedures and advise the Senior Management Team (SMT) on the potential implications of the new system, policies and procedures
- Implement all necessary policies and procedures to ensure that correct procedures are followed by staff under supervision
- Adhere/ Comply with approved organisational policies and procedures

Required Languages – English

Travel - Must be willing and able to travel up to 30%

Knowledge, Skills and Abilities

- Excellent strategic, analytical, systems thinking, and problem-solving skills, with capacity to see the big picture and ability to make sound judgment and decisions.
- Strong relations management abilities. Ability to relate to people at all levels internally and externally. Strategic in how you approach each relationship.
- Team leadership abilities
- Presentation and facilitation skills
- Proactive, resourceful, solutions oriented and results-oriented
- Cultural sensitivity, with experience working in multicultural and diverse environments

Preferred Qualifications

- Must be a practicing Catholic.
- Excellent English writing skills.
- Staff management experience and abilities that are conducive to a learning environment.
- Experience and abilities in capacity strengthening - developing curricula and facilitating trainings.
- Experience using MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information and budget management systems, and knowledge sharing networks.

Supervisory Responsibilities: Sector Directors/Coordinators/Project Managers, and MEAL Coordinator, IT

Key Working Relationships:

Internal: Executive Director, Financial Administrator, Finance Director, Board of Directors, and Local Ordinary.

External: Church and Caritas partners, Ghana Health Services, Ministry of Sanitation and Water Resources, Ghana Education Services and other implementing international and local partners, government, donors, and community members

QUALIFICATIONS

Basic Qualifications

- Master's degree in Development Studies, Planning, Community Development, International development, or relevant field.
- Minimum of 10 years of relevant field-based program management, at least three years of middle/senior management experience.
- Experience in the development of successful proposals, reports, strategic alliances, project design, project management, and monitoring and evaluation.
- Experience in partner capacity strengthening, staff development, training, and mentoring, as well as in team building and strategic planning initiatives. Experience working with Church partners a plus
- Experience in community development, community mobilization, or similar grassroots, self-help initiatives.

- Experience in project grants management, including project design, budget preparation, expenditure tracking, monitoring and evaluation, reporting, etc.,
- Experience with successful business development activities capturing public and/or private donor funding.

Closing date: 22nd October 2025 at 4:30 PM

All applications with relevant certificates and CV scanned in pdf should be send to the following address:

The Board Chairman
NABOCADO Board
Post Office Box 351
Bolgatanga, Upper East Region-Ghana

ALL APPLICATIONS SHOULD BE SEND VIA EMAIL ONLY

To: info@nabocado.org.gh

Note: ONLY shortlisted applicants will be contacted.

