

# Bench Marks Foundation Job Advert

## Programmes Manager

*Location: Johannesburg*

*Closing date of job advert: Wednesday, 28 February 2024*

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### **Purpose of the job and position in the organisation**

The Programme Manager guides all programme implementation, ensures reflection, learning and reporting and drives innovative thinking and long-term planning. The person coordinates all programmes functions and leads the programme staff. The Programmes Manager will report directly to the Executive Director (ED) and has Programme Coordinators directly reporting to her / him.

### **Overview of the work of the Bench Marks Foundation (BMF)**

The Bench Marks Foundation can be regarded as the eminent organisation monitoring corporations on their economic, social and environmental practices. Within its work the Bench Marks Foundation puts a strong focus on supporting people in mining affected communities to successfully defend their human rights and fight for social and economic justice. The foundation does this through its four programmatic areas of work:

- Conducting **research** on the effects of mining on communities to support Bench Mark's advocacy work and legal processes with big corporations and government and contribute to creating counter narratives of mining affected communities
- **Capacitating local communities** in areas impacted and affected by mining to analyse and document their challenges and mobilise around human rights issues and resist injustices relating to corporations and government
- **Engaging corporations and government** around human rights and social and economic justice and investing in regional and international solidarity work
- Driving the **advocacy work** of the Bench Marks Foundation around communities struggles for human rights, social and economic justice and **communicating** about Bench Mark's work, also in the media

For more information see the website of the Bench Marks Foundation: [Bench-Marks Foundation](#)

### **Key responsibility areas**

#### **Manage the development, integration and implementation of Bench Marks Programmes**

1. Lead program planning with programme teams to give effect to the strategy and in line with the Theory of Change of the organisation
2. Ensure quality implementation of programmes that deliver outputs and outcomes in line with our various funder commitments
3. Ensure that programs and projects are implemented in an integrated way, linking the core approaches of the organisation and document the impact
4. Ensure that plans and budgets of programme teams are aligned with the organisational budget
5. Ensure that monthly implementation and budget reviews take place

#### **Monitoring and evaluation of the BMF programmes to enhance their effectiveness**

6. Ensure that the necessary M&E and reporting systems to keep track of the programmatic work are in place and are aligned to the strategy and donor contracts
7. Ensure that the M&E system also assesses programme outcomes and impact

8. Prepare programmes sections of donor, board and stakeholder reports on all programs and projects in accordance with BMF, donor and other organisational stakeholder requirements
9. Contribute programmes inputs into new funding proposals
10. Support the ED in developing and managing relationships with donors
11. Review and further develop the organisational logframe and desired outcomes together with the ED and in line with relevant donor requirements
12. Develop communications material about achievements and learnings related to the programmes for the annual Bench Marks Conference in cooperation with the Media and Communications Coordinator

### **Team work and innovation**

13. Provide leadership and support to the programme team to achieve the strategic objectives
14. Hold programme reviews, regular learning and reflection meetings
15. Inspire and lead innovative thinking and long-term planning to address arising challenges and build on emerging opportunities

## **Requirements**

### **Qualifications**

At least a Bachelor's degree in Social Sciences, Development Studies, Management or related fields.

### **Experience and knowledge**

- At least 10 years' experience, in an NGO environment, with at least 5 years in a programme management capacity
- Demonstrated experience in project planning and management
- Experience in managing advocacy projects and campaigns
- Experience in conducting and overseeing research
- Experience of community activism, community mobilisation and stakeholder relationship management
- Experience in monitoring, evaluation and reporting, including advanced knowledge of donor frameworks, such as log-frames and theory of change methodology
- Advanced understanding of political, economic and social issues in South Africa
- Intermediate knowledge of the mining sector and its impact on communities

### **Skills**

- Advanced analytical and strategic thinking skills
- Excellent writing and verbal communication skills
- Excellent meeting facilitation and management skills
- Excellent organising skills – is able to organise multiple work streams, processes and documentation
- Strong leadership, people development and training skills

### **Attitudes**

- Commitment to social and economic justice and human rights
- Commitment to learning and seeing management / coordination as an instrument of staff development
- Commitment to working as part of a team and being able to work with colleagues in different locations
- Experience in working successfully with diverse constituencies
- Being flexible – willing to work outside the strict confines of a job description

Bench Marks is committed to diversity, inclusion and transformation.

Applicants must be eligible to full-time work in South Africa and be willing to travel occasionally.

Please submit your motivation letter, brief CV and certificates to [recruit@bench-marks.org.za](mailto:recruit@bench-marks.org.za)

Late applications will be disqualified.

We reserve the right not to make an appointment.

Contact details: 011 832 1743