



# CONSUELO

ZOBEL ALGER FOUNDATION

## RECRUITMENT

### JOB DESCRIPTION

Program Manager

*Full-time Position*



## JOB DESCRIPTION

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Job Title:	Program Manager
Department:	Program
Reports To:	Program Director
Location:	Makati City, Philippines

### Background

Consuelo Zobel Alger Foundation (Consuelo) is a US-registered foundation with headquarters in Hawaii, U.S.A. Consuelo has a branch office in the Philippines which is responsible for the implementation of Consuelo's programs on child protection and child abuse interventions in partnership with local organizations and institutions in the country.

### Job Summary

The Program Manager (PM) is primarily responsible for overseeing the implementation and monitoring of programs and projects within the Consuelo Foundation's strategic framework. The PM leads a team that manages and implements the Protection and Recovery Program, Life Skills Plus, Family Strengthening, and other program initiatives, achieving various objectives in support of the foundation's overall goal to empower vulnerable individuals and families, facilitate healing, and strengthen child protection systems within the larger community. S/he shall oversee and lead Program Officers in program planning, execution, and, in coordination with the Communications, Research, and MEAL unit, evaluation of programs. The role requires strong leadership, collaboration, and strategic planning to ensure high-impact and sustainable results.

### Job Responsibilities

#### Program Management

1. Provide strategic guidance to Program Officers and partners in developing Mission and Values- aligned Projects.

2. Lead partner vetting, review proposals, and recommend best practices to enhance program quality, and consolidating results for submission to the Program Director for action.
3. Refine program/project concepts in collaboration with Program Officers and partners to assess viability, opportunities, and risks.

### Project Implementation

1. Oversee the direct implementation of programs/projects, ensuring alignment with established goals and quality standards.
2. Manage program budgets and cash flows, ensuring compliance with financial guidelines and effective resource allocation.
3. Monitor program progress and performance, proactively address challenges, and implement corrective actions.
4. Ensure adherence to organizational policies and guidelines in all program activities.
5. Provide technical assistance (mentoring, coaching, learning sessions) to partners and/or Consuelo staff to ensure compliance with program requirements.
6. Review partner reports and recommend approval to the Program Director.

### Monitoring, Evaluation, Accountability, and Learning (MEAL)

1. Identify areas for research and development to enhance program delivery and beneficiary targeting.
2. Review program implementation reports and prepare Program department MEAL Reports for approval of the Program Director.
3. Prepare comprehensive reports for board meetings and management discussions.
4. Lead the review of the Project Management area of the Organizational Capacity Assessment of Consuelo partners, recommending actions for Program Officers and partners.

### Team Management and Development and Admis

1. Lead, supervise, and mentor Program Officers and Associate, providing guidance and support to ensure the achievement of performance targets and professional development and clarity in roles and responsibilities.
2. Foster a culture of teamwork, learning, and professional development within the program team.

### Information/Records Management

1. Ensure all program documentation (partner assessments, agreements, and budgets) is maintained and accessible for audits and reviews.
2. Promote sharing of best practices and lessons learned across programs and with partners.

### Network/Alliance Building

1. Act as an alternate representative of the Program Director in meetings, conferences, and assemblies that support specific areas of specialization.
2. As required, serve as the focal person for Consortium and/or technical working groups led or participated in by the Programs Department.

### General Tasks

1. Protect the intellectual property rights and data privacy policy of the Consuelo Foundation.
2. Participate in Consuelo Foundation's meetings, gatherings, and professional development programs.
3. Provide logistical support and content during board visits and Consuelo events on a need basis.
4. Perform other related duties and tasks the Program Director assigns.

### Other Duties:

This job description is not designed to cover or contain a comprehensive list of the position's activities, duties, or responsibilities. Duties, responsibilities, and activities may change at any time, with proper notice. All positions are required to perform any additional tasks assigned by the supervisor.

## Key Result Areas:

The following KRAs measure the success of this role:

1. Programs are designed and implemented according to the set objectives and timelines, incorporating innovative solutions and integrating best practices on program management, child protection, and trauma-informed care.
2. Quarterly, annual, and other required reports and documentation reflect positive program outcomes and are submitted on time.
3. Program spending within budget and aligned with approved financial plans.
4. New and ongoing partnerships are aligned to Consuelo's Program Logic.
5. Program Officers and associate reviews reflect high level of satisfaction, accountability, and program ownership, and demonstrate increased capacity and skills in program delivery.
6. Partners are 100% compliant with the partnership agreement, legal, and Consuelo's policies.

## Qualifications:

### Education:

- Bachelor's degree in Social Work, Development Studies, Public Administration, or related field.
- Certification in Program Management.

### Experience:

- Minimum of five (5) years of relevant experience in program/project management and implementation, ideally within the non-profit or social development sector.
  - At least three (3) years of direct management or supervisory experience.
- Proven experience in writing project proposals, reports, and assessments.
- Experience working in the child protection space focused on abuse, neglect, and exploitation of children.
- Experience working in multidisciplinary teams.

### Skills:

- Proven leadership and team management skills.
- Strong program and project management experience, with the ability to manage multiple programs and priorities.
- Excellent analytical skills and experience in monitoring and evaluation.
- Strong interpersonal and communication skills, with experience in stakeholder management and partnership development.
- Proficiency in budgeting and financial management.
- Strong understanding of the project management cycle, including budget preparation and monitoring.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Passion for excellence, stewardship, and innovation
- Highly driven, with a strong sense of urgency
- Politically and culturally sensitive, capable of engaging with diverse communities
- Strong analytical, conceptualization, and writing skills

### Working Conditions:

- Travel to partner locations is required. (50%)
- Willingness to work flexible hours, including occasional weekends, based on program needs.

## Competencies:

### Organization-wide Competencies (for all Consuelo staff)

- Interpersonal Effectiveness.
- Problem Solving
- Integrity
- Service Orientation.
- Flexibility.
- Professionalism.
- Stewardship.

### Job-specific Competencies:

- Strategic Program Management, Alignment, and Integration
- Budget/Financial Literacy
- Leadership
- Adaptability and Resilience.

## Language/Dialects

- Fluent English – written and spoken
- Fluent Filipino – written and spoken

## Key Working Relationships

### Supervisory:

- Program Officers
- Program Associate
- Consultants, vendors, suppliers, and auditors, as the need arises
- Program Department partners (indirectly)

### Internal

- Program Director
- Program Officers
- Program Associates
- Procurement and Finance Staff
- Other Consuelo units and Board Members, as the need arises

### External

- Program Department partners
- Vendors/Suppliers/Auditors
- Representatives from government and/or non-government institutions