

### **POSITION DESCRIPTION**

<b>Job Title</b>	:	Programme Director
<b>Division</b>	:	Ministry of National Security General Administration
<b>Unit</b>	:	Project Building Blocks
<b>Reporting to</b>	:	Permanent Secretary
<b>Supervising</b>	:	All Staff
<b>Summary</b>	:	Responsible for managing the unit's day to day operations to achieve their objectives to reduce gun and gang related violence in selected communities. The Director will establish and maintain relationships with key key international partners i.e. IADB, Cure Violence Global and local Civil Society and Corporate stakeholders and relevant partner ministries i.e. Education, Youth and Sport, Community Development, Social Development and Family Services, Health inter Alia to achieve the programmes goals and objectives.

#### **Duties and Responsibilities :**

- Report to the Permanent Secretary or their designate and keep him/her informed of all relevant Unit activities inter alia as directed in addition to submitting monthly reports outlining all activities pertinent to the programme's outputs and impact or as otherwise directed.
- Liaise with technical partners at Cure Violence Global, IADB, TTPS Crime and Problem Analysis Unit, Inter-Agency Task Force inter alia.
- Lead the technical input and oversight of programme development, implementation, and expansion of the goals of the Cure Violence program within selected communities.

- Oversee the development and implementation of all outreach/intervention activities, including recruitment and orientation of outreach staff (this does not include Cure Violence training).
- Participate from time to time in field activities with Violence Interrupters and Outreach Workers to ensure fidelity of the Cure Violence methodology.
- Articulate the Cure Violence Gun and Gang Violence Prevention ideas and strategies within public fora i.e. community meetings, TV/Radio interviews, and conferences inter alia.
- Attend meetings and represent the Ministry at related functions when necessary.
- Work irregular hours and days to achieve programme goals as necessary i.e. evenings, nights and weekends.
- Ensure that the Unit is managed efficiently adhering to all government rules and regulations related to finance, procurement and human resource management inter alia.
- Facilitate the development and maintenance of a Monitoring and Evaluation Framework in collaboration with the Ministry's Monitoring and Evaluation Unit.
- Develop and implement the programme's communication strategy in collaboration with the Ministry's Corporate Communications Unit to gain support for shooting responses and other violence prevention activities.
- Always carry out duties in a professional and respectful manner and be of sober mind during the execution of duties.

**Knowledge, Skills,  
Abilities :**

- To lead a diverse team of individuals from different backgrounds ranging from rehabilitated convicts, community workers and academics.
- To form and maintain professional relationships with a diverse group of leaders representing stakeholders from international agencies, universities, civil society, corporate entities and government ministries.
- Working knowledge of MS Office Suite specifically Word, Excel, Projects, Power Point and Access.
- Strong communication skills, both written and oral.
- Possess the ability to articulate the Cure Violence Gun and Gang violence prevention ideas and strategies within public fora i.e. community meetings, TV/Radio interviews, and conferences inter alia.

**Qualifications and  
Experience :**

- BSc/BA in either Human Service, Sociology, Social Work, or similar field (*Master's degree preferred*).
- Certificates in Counselling, Community Development, Violence Prevention, Project Management, Human Resource Management or related areas of study would be an asset
- Minimum of 10 years in a supervisory position managing a dynamic multi-disciplinary team.
- Minimum of 10 years of experience in the development and implementation of crime and violence prevention approaches targeted towards "at risk" youth, young adults and communities with demonstrated success.
- Extensive knowledge of the Cure Violence methodology and experience in its implementation.