Habitat for Humanity® Lesotho

We build strength, stability, self-reliance and shelter.

VACANCY ANNOUNCEMENT

Title: Program Manager	**Department Name:** Programs
Reports to Title: Program Director	**Cross Functional Reporting Title:** Area Office Programs Lead
Supervises: Two Positions	

Position Summary:

Support the Program Director in providing technical oversight of HFHL' s program portfolio, ensuring effective program planning, implementation, quality, performance and accountability. The position is responsible for coordinating program delivery, supporting program development and resource mobilisation, and strengthening stakeholder engagement and partnerships to enhance organisational effectiveness, impact and sustainability.

Responsibilities:	**Success Criteria**: Indicate the metrics or other standards that will be used to measure success in this role.
Program Management and Technical Oversight (20%) Coordinate program planning, implementation and performance management; supervise program staff and support the Program Director in ensuring that housing and integrated interventions meet approved technical standards, including construction quality and compliance requirements, budgets, timelines and community needs. **2. Program Development and Resource Mobilization (15%)** Coordinate identification and assessment of funding opportunities, donor mapping, concept note and proposal development, funding pipeline management and donor engagement to support program growth and financial sustainability. **3. Partnerships, Advocacy and Communications (15%)**	• Timely and quality program management and oversight. • Program growth and sustainability. • Effective budget management • Audit readiness • Strong financial controls • Risk identification and mitigation • Timely grant close-out • Effective program team support

Facilitate and maintain strategic relationships with government institutions, donors, civil society and private-sector partners; coordinate program visibility, evidence-based advocacy and external communications in accordance with approved organizational priorities and protocols. **4. Program Quality, Monitoring, Evaluation, Accountability and Learning (10%)** Strengthen program quality assurance, results frameworks, beneficiary accountability, data quality and timely reporting; promote the systematic application of evidence and lessons learned to improve program performance. **5. Financial Stewardship, Risk and Compliance (15%)** Monitor program budgets, expenditure and implementation risks; ensure adherence to procurement, contractual, safeguarding and donor requirements, including appropriate review and approval of project scope and budget variations. **6. People Management and Organizational Effectiveness (15%)** Supervise, coach and support program staff; strengthen individual accountability, multidisciplinary coordination, operational efficiency and effective delivery of program objectives. **7. Strategic Planning and Technical Representation (10%)** Contribute technical inputs to program strategy, annual planning and	

organizational priorities; provide evidence-based recommendations to the Program Director and represent HFHL in designated technical and stakeholder coordination platforms.	
Typical Training and Experience **Required Knowledge & Expertise**	**Minimum Required Qualifications:** **Education:** Post graduate degree in Development Studies, International Development, Public Health, Development Management, Project Management or a closely related discipline. **Experience:** Minimum of seven (7) years of progressively responsible experience in managing donor-funded development programs, including at least three (3) years in a supervisory or management capacity. **Required Knowledge & Expertise:** Program strategy and results-based management; financial and procurement controls; risk and safeguarding; donor engagement; persuasive writing and communication; resource mobilization and multi-stakeholder coordination. **Preferred:** Experience in integrated, people centered development programming addressing the needs of vulnerable populations, particularly in housing, WASH, climate resilience, disaster risk reduction and community development, alongside engagement with government institutions, development partners, donors, the private sector and civil society. ---------- **Active support of HFHI Values:** • Humility – We are part of something bigger than ourselves • Courage – We do what's right, even when it is difficult or unpopular • Accountability – We take personal responsibility for Habitat's mission **Safeguarding**: *HFH requires that all employees take seriously*

	their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

HOW TO APPLY

Please send your letter of motivation, Curriculum Vitae, National Registration Card to AFRRecruitment@habitat.org. Address your application to the Program Director. Kindly only apply if you meet the minimum requirements for the position. Clearly state the name of the position you are applying for in the subject line.
Closing Date: The closing date for applications is Wednesday, 18th November 2026. Applications received after the closing date will not be considered.
Location: Maseru
Working Hours: 40 hours per week
Only shortlisted candidates will be contacted.

HABITAT FOR HUMANITY LESOTHO IS AN EQUAL OPPORTUNITY EMPLOYER