African Palliative Care Association

Job Description

RESEARCH, LEARNING AND PROGRAMME DEVELOPMENT MANAGER

(Regional / Africa – focused role)

JOB PURPOSE

The Research, Learning and Programme Development Manager will provide strategic leadership in the design, implementation, monitoring, learning, and dissemination of APCA's research and program portfolio. The role will strengthen evidence generation, influence policy and practice, enhance organizational learning, and ensure high-quality donor-compliant programme delivery across Africa.

SCOPE OF RESPONSIBILITIES

Lead the development and efficient implementation of APCA Research and Programme plans, working closely with several APCA partners, donors and stakeholders.

RESPONSIBILITIES

1. Programme Development & Management

- Conceptualise and develop compelling proposals consistent with the APCA organisational goals and objectives.
- Implement all APCA programmes/ projects per the approved project design/plan, milestones and the donor requirements.
- Monitor the project budgets in alignment with the APCA annual budget to ensure effective and efficient utilisation of funds and level of effort in compliance with the project plans.
- Work with the Executive Director to identify, write and prepare grant applications, quarterly and annual grant reports or any other required report of activities as required from time to time.
- Establish an effective system to monitor the progress of programme activities and evaluate the impact against the objectives and targets.
- Maintain communications with partners and donors responsible for APCA's programmes.
- Foster a culture of learning, collaboration, and accountability.

2. Research Strategy & Evidence Generation

- Lead the development, implementation and review of the APCA research strategy, including proposal development.
- Design and manage research projects that inform policy, practice, and program development.

- Lead and coordinate the data collection, analyses and evaluation of projects to measure the impact of palliative care programmes within the region.
- Identify research gaps and contribute to developing the research agenda on palliative care programmes in Africa.
- Communicate with research network hubs and guide them for enhancing research standards in evidence for palliative care.
- Collaborate with academic institutions and consultants in grant writing and implementation of successful grants.
- Build the capacity of the teams on adherence to ethics in palliative care research and research methods.

3. Knowledge Management, Learning & Dissemination

- Publish the research projects findings in reputable and relevant peer-reviewed journals.
- Produce regular research reports and carry out the distribution of pertinent information from such reports as appropriate.
- Contribute to the development of abstracts and papers as a co-author, and present findings at conferences when required.
- Produce policy briefs and plan dissemination workshops with relevant stakeholders
- Work with the industry and relevant organisations to facilitate translation of research outcomes/findings to appropriate actions and interventions.
- Develop systems to capture, analyze, and disseminate lessons learned.
- Promote evidence-based decision-making across teams.

4. Partnerships & Stakeholder Engagement

- Identify potential partners and assist them in appraising their capacity; identify critical areas where APCA might provide support.
- Use participative planning techniques to develop country plans and budgets which have the maximum commitment of stakeholders and partners for approval.
- Support 'high level' partners (e.g. governments, academic and educational institutions and significant trainer-training events) as per country plans to ensure high-quality interventions for palliative care provision.

5. Leadership, Capacity Development & Supervision
- Plan training for the Programmes & Research teams on the best practice in palliative care.
- Conduct regular learning reviews with the Programmes & Research teams documenting those lessons for proposals.
- Supervise the programme officers and research staff to ensure that all programme activities and reporting are completed on time and according to agreed standards.
- Training and advancing research skills, and methods

ACCOUNTABILITY AND DUTY STATION

The Research, Learning & Programme Development Manager is accountable to the Executive Director.
This role may be based in Kampala, Uganda, or remotely from another country, with periodic travel as required.S/He will supervise the Programme Officers, and Research Assistant/s.

QUALIFICATIONS

- Master's degree in Public Health, Social Sciences or Development Studies or related field
- Post-graduate training in Health Management Services
- Postgraduate Diploma in Project Planning and Management is an added advantage
- PhD desirable

JOB RELATED EXPERIENCE AND KNOWLEDGE

Working experience: Minimum of five years' progressive experience, with at least two years in research and programme management within the health sector in Africa. Demonstrable knowledge of global and regional health systems is essential.

COMPETENCIES

Essential Skills	Desirable Attributes
- Strong analytical and research skills - Excellent communication and report writing - Proficiency in M&E tools and data analysis - Strategic thinking and problem-solving - Team leadership and capacity building - Proficiency in digital tools and software applications relevant to research and programme management - Designing, conducting and disseminating high quality applied health research - Knowledge of the palliative care discipline is an added advantage	- Experience working in Non-Governmental Organisations, international development or humanitarian settings. - Familiarity with donor reporting requirements. - Ability to manage multiple projects and deadlines. - Commitment to equity, inclusion, and participatory approaches

KEY PERFORMANCE INDICATORS

The main means of assessing performance are; the existence of coherent and well conceptualised work plans; the financial accountability; the steady implementation of programmatic and research plans; working closely with the other managers to implement the organisational strategic plans; total integrity and transparency in the deployment of funds; and feedback from donors, partner organisations and staff.

Performance assessment will be done once annually.

Key Performance Areas & Indicators

1. *Programme Delivery*
   - Project completion rate: % of projects delivered on time and within budget.

- Outcome achievement: Alignment of results with strategic goals and beneficiary needs.
- Stakeholder satisfaction: Feedback from partners, donors, and beneficiaries.

2. Research & Evidence Generation
- Quality of research outputs: Peer-reviewed publications, policy briefs, and conference presentations.
- Research relevance: Use of findings to inform programs or influence policy.
- Collaboration effectiveness: Partnerships with academic institutions or research bodies.

3. Learning & Knowledge Management
- Learning systems implemented: Tools or platforms for capturing and sharing lessons.
- Integration of learning: Evidence of programme adaptation based on insights.
- Staff capacity building: Training sessions led or facilitated

4. Monitoring & Evaluation
- M&E framework quality: Robustness and usability of indicators and tools.
- Data-driven decision-making: Frequency and quality of decisions informed by evidence.
- Reporting timeliness and accuracy: Submission of donor and internal reports.

5. Leadership and Team Management
- Team performance: Achievement of team goals and morale.
- Mentorship and development: Growth of junior staff and interns.
- Cross-functional collaboration: Engagement with other departments.

WORKING RELATIONSHIPS

Internal: Executive Director, Programmes/Research Officer, Finance Manager, ICT Officers, Resource Mobilisation Officer, Administration & HR Manager

External: Government Ministries and Regulatory Bodies, Medical Associations, Partner Organisations, Donors, CSO's, Academic Institutions, Private Sector, Members.