

JOB ADVERT
CAREER DEVELOPMENT OPPORTUNITY

SOS Children's Villages; www.sos-childrensvillages.org is an international non-governmental social development organisation that has been active in the field of children's rights and committed to children's needs and concerns since 1949. In 133 countries and territories, our activities focus on children without parental care and children of families in difficult circumstances. In Botswana SOS Children's Villages operates on three (3) locations, Tlokweng, Francistown and Serowe.

We work on family-based, long-term care of children who can no longer grow up with their biological families. We also support disadvantaged families to prevent crisis that can in the worst-case scenario, lead to children being placed in out of home care. Our family strengthening programmes build families' and communities' resources, on their ability to organise themselves and on their responsibility for the well-being of the children

Are you looking for a challenging job? Are you **compassionate, hardworking** and do you like **teamwork**?

This vacancy is for you!

We are seeking a qualified, experienced, and passionate individual to join our leadership team as **Head of Programmes**.

Purpose of the Position

The Head of Programmes is responsible for ensuring the implementation of the SOS Children's Villages Programme Policy and providing strategic leadership for quality child development programmes. This includes programmes supporting families of origin, SOS families, alternative family-based care options, and interventions in education, health, capacity building, and advocacy. The role also leads programme quality assurance systems, including monitoring, evaluation, and continuous improvement.

Key Responsibilities

Programme Development and Strategic Leadership

- Contribute to national strategic direction in line with SOS global and national strategies.
- Develop and implement programme strategies aligned with the National Strategic Plan.

- Ensure effective child protection systems and maintain child protection as a core organisational priority.
- Oversee programme implementation, policies, procedures, and operational systems.
- Lead national child rights situation analyses and feasibility studies.
- Guide development of programme proposals and ensure achievement of strategic targets.
- Oversee development of new programme locations and alignment of existing programmes.

Research and Knowledge Management

- Initiate and oversee research to inform strategic decision-making.
- Coordinate programme-related research activities.
- Collaborate with government and non-government stakeholders on child and family care research, including policy
- Ensure participation in international SOS research initiatives.

Monitoring, Evaluation, and Quality Assurance

- Monitor and evaluate programme performance and impact.
- Ensure implementation of quality standards and Result Based Management (RBM).
- Oversee programme database systems and reporting.
- Ensure compliance with SOS policies, including Child Protection, Education, HIV/AIDS, and Inclusion.
- Align programmes with national legal and regulatory requirements.

Project and Financial Management

- Lead programme budgeting processes.
- Monitor and manage programme budgets effectively.
- Oversee implementation of programme-related projects.

Partnership and Stakeholder Management

- Establish and maintain strategic partnerships with government, donors, and civil society.
- Strengthen relationships to support programme growth and sustainability.
- Promote knowledge sharing and best practices.
- Maintain donor confidence through effective programme implementation.

People Management and Leadership

- Provide leadership, direction, and mentorship to programme teams.
- Set and monitor team goals and performance objectives.
- Support staff development and foster a positive organisational culture.
- Ensure workforce planning aligns with organisational needs.
- Promote compliance with organisational policies, governance, and legislation.

Child Safeguarding

- Ensure protection of children's rights and best interests.
- Promote safeguarding culture and compliance with child protection policies.
- Ensure timely and appropriate responses to safeguarding concerns.
- Support staff training and implementation of safeguarding procedures.

Authority and Reporting

- Financial: Responsible for managing programme budgets.
- Human Resources: Directly supervises Project Managers, Advocacy and Safeguarding Coordinator, and Monitoring & Evaluation Coordinator.

Qualifications, Skills, and Experience

Education:

- Bachelor's Degree in Social Sciences, Social Work, Sociology, Development Studies, or related field.
- A Master's Degree in a relevant discipline is preferred and will be an added advantage.

Experience and Competencies:

- Working experience not less than 6 years, which should include: 3 years working at similar senior managerial positions within reputable NGOs working in Botswana.
- Proven leadership and programme management experience.
- Strong interpersonal, communication, and team leadership skills.
- Demonstrated ability to build partnerships with government and civil society.
- Strong advocacy and stakeholder engagement skills.
- Experience in child protection, child rights, and development programming is highly desirable.
- Passion for working with children and youth.

Personal Attributes

- Strong commitment to child protection and safeguarding.

- Strategic thinker with excellent analytical skills.
- High level of integrity and professionalism.
- Results-oriented with strong organisational skills.

How to Apply

Interested candidates who meet the above requirements are invited to submit their:

- Application letter
- Detailed Curriculum Vitae
- Certified copies of academic certificates

Let's change lives together! Send your CV, certified copies of certificates and motivation to: Recruitment.SOS@sos-botswana.org

If you believe you are the right candidate for the above position, please send your detailed curriculum vitae (CV), and photocopies of academic certificates. Applications should be submitted electronically not later than **12th March 2026**.

“SOS Children’s Villages has zero-tolerance neither on sexual exploitation, harassment, and abuse nor fraud and corruption, amongst other safeguarding aspects. We also provide equal employment opportunities to all employees & qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or class. SOS Children’s Villages complies with all applicable laws governing non-discrimination in employment.”

This position involves working with an NGO committed to children and human rights and is subject to strict safer recruitment checks. The successful candidate will be required to complete safer recruitment checks including police and reference checks to help verify their suitability to work for SOS CV.

SOS Children’s Villages in Botswana is an equal opportunity employer and is committed to safeguarding children. All successful candidates will be subject to thorough background and reference checks and only shortlisted candidates will be responded to.