TERMS OF REFERENCE

Post Title	**Programme Manager**
Level	**P-4**
Duty Station	**Bunia, Ituri, DRC – with frequent travel to the Beni and Butembo hubs and affected health zones**
Contract type and duration	**Temporary Appointment (TA) – 6 months**
Post #	**00139073**
Start Date	**1 December 2026**
Reports to	**Ebola Coordinator, P-5, Bunia, DRC**

BACKGROUND AND CONTEXT:

The Democratic Republic of the Congo is facing its 17th Ebola virus disease (EVD) outbreak, confirmed in May 2026 and active in Ituri, North Kivu and South Kivu provinces. The outbreak is caused by the Bundibugyo strain of the Ebola virus, for which there is neither a widely available vaccine nor an approved specific treatment. National authorities, with the support of humanitarian partners, have activated emergency coordination and response mechanisms to contain the outbreak.

The epidemic has spread across several health zones (including Bunia, Rwampara, Nyankunde, Mongbwalu, Beni, Butembo, Goma and Bukavu) and is characterised by multiple clusters, community deaths within households, healthcare-associated infections among health workers and unsafe burial practices.

The response takes place in a highly complex operating environment marked by persistent insecurity, armed conflict, population displacement and limited humanitarian access. High population mobility, overcrowded living conditions and weak WASH infrastructure significantly increase the risk of healthcare-associated and community transmission, while low community trust in the health system delays case reporting and contact tracing.

In the absence of a vaccine and specific treatment, Infection Prevention and Control (IPC), together with Risk Communication and Community Engagement (RCCE), is one of the most critical pillars of the response and requires rapid operational scale-up, strong coordination and robust monitoring across all affected provinces. UNICEF is supporting the Ministry of Health and national coordination mechanisms, including for IPC/WASH, to strengthen the overall response.

TERMS OF REFERENCE

UNICEF has positioned an Ebola Coordinator (P-5) in Bunia to provide strategic and operational leadership of the multi-hub response, lead UNICEF in the Incident Management System and represent the organization with Government, WHO, donors and partners. Given the scale, duration and multisectoral nature of the response, the Programme Manager (P-4) is required to anchor the day-to-day management of the response programme, so that the strategic direction set by the Ebola Coordinator is translated into timely, quality and accountable delivery across all pillars and hubs, and to ensure leadership continuity in the Coordinator's absence.

ROLE PURPOSE:

Under the direct supervision of the Ebola Coordinator (P-5), the Programme Manager is accountable for the day-to-day programme management of UNICEF's multisectoral Ebola response in the affected area. The incumbent leads response planning, implementation, partnership and fund management, performance monitoring, reporting and the operational interface with Operations, Supply, Security and People & Culture. While the Ebola Coordinator focuses on strategic leadership, high-level representation, resource mobilization and supervision of the hub coordinators, the Program Manager ensures that programme delivery, internal coordination and accountability systems function effectively, and acts as Officer-in-Charge when the Ebola Coordinator is absent.

MAJOR DUTIES AND KEY RESPONSIBILITIES:

Programme planning and integrated management of the response

- Translate the strategic priorities and decisions of the Ebola Coordinator into integrated, costed multisectoral workplans across Health, SBC/RCCE, WASH/IPC, Child Protection/MHPSS, Nutrition and Education, with clear targets, timelines and responsibilities.
- Coordinate the pillar leads and sector focal points in Bunia; chair the internal weekly programme meeting and ensure integration, complementarity and no duplication between pillars and hubs.
- Ensure that response plans, targets and priorities are revised as the outbreak evolves and remain aligned with the national/provincial Ebola Response Plan and UNICEF Core Commitments for Children (CCCs).
- Apply a results-based and rights-based management approach and mainstream Gender Equality, Equity and Inclusion (GEI), Accountability to Affected Populations (AAP) and Prevention of Sexual Exploitation and Abuse (PSEA) throughout the programme cycle.

Partnership management and optimal use of programme funds

- Oversee the development, quality review and timely processing of partnership agreements (PDs/SSFAs) and Government workplans supporting the response, in line with UNICEF procedures.
- Monitor fund allocation, utilization, implementation rates, cash transfers and liquidations by pillar and hub; flag risks of under-spending, over-commitment or expiring grants to the Ebola Coordinator.
- Ensure HACT assurance activities (programmatic visits, spot checks) are planned and carried out, and that findings are followed up.
- Maintain grant tracking and provide the Ebola Coordinator with accurate data on funding gaps and resource needs to inform budget revisions, donor engagement and appeals.

Performance monitoring, field monitoring and quality assurance

- Operationalize the key performance indicator (KPI) framework set by the Ebola Coordinator: consolidate hub and pillar data, track progress and maintain a response performance dashboard in coordination with the Emergency Manager and information management focal points.
- Undertake regular field monitoring visits to hubs, health zones and partner sites to assess the quality, coverage and timeliness of interventions, and agree on corrective actions with the teams concerned.
- Prepare the analysis and documentation for the operational reviews led by the Ebola Coordinator and track implementation of agreed action points.
- Organize real-time reviews, after-action reviews and lessons-learned exercises, and ensure findings inform programme adjustments.

Operational interface, surge and team management

- Act as the day-to-day focal point with Operations, Supply/Logistics, Administration, ICT, Security and People & Culture in Bunia to unblock bottlenecks affecting programme delivery (supply pipeline and distribution plans, transport, field movements, premises).
- Assess staffing needs by pillar and hub; prepare ToRs and surge/recruitment requests; organize onboarding, briefing, handover and extension planning for surge personnel and consultants, in coordination with the Chief Emergency and Chief People & Culture and within the deployment strategy defined by the Ebola Coordinator.
- Supervise assigned Bunia-based programme staff, including performance planning and appraisal, and promote a respectful, inclusive and safe team culture.
- Ensure that duty of care measures, staff wellbeing, IPC protocols for personnel and security requirements are known and applied by the teams.

Reporting, knowledge management and visibility

- Coordinate the timely production and quality of area-level SitReps, flash updates, donor report inputs, briefing notes and talking points for clearance by the Ebola Coordinator and transmission to the Emergency Section.
- Ensure evidence-based reporting, maintain an organized repository of response data, decisions, tools and products, and document good practices and lessons learned.

- Prepare the technical content and programme logistics for donor missions, media engagement and high-level visits, in collaboration with the Communication section.

Deputizing, risk management and continuity

- Act as Officer-in-Charge in the absence of the Ebola Coordinator, within the delegated authority, ensuring continuity of leadership, decision-making and representation.
- Maintain the response risk register (programmatic, fiduciary, security, reputational) and monitor mitigation measures.
- Contribute to contingency, scale-up/scale-down and transition planning, including the integration of Ebola response gains into regular programmes and health system strengthening.

MINIMUM REQUIREMENTS (Please adapt according to role/context needs):

Education

Advanced university degree (Master's or equivalent) in Public Health, Social Sciences, Management, Public Administration, International Relations, Humanitarian Action or another relevant discipline.

Work Experience

- Eight (8) years of progressively responsible professional experience at national and international levels in programme/project planning, implementation, monitoring, evaluation and administration, including significant experience in humanitarian emergencies.
- Developing country and field work experience.
- Experience managing multisectoral programmes, implementing partnerships and programme budgets.
- Experience in a public health emergency response (e.g., Ebola, cholera, mpox, measles) is a strong asset.
- Demonstrated experience working in insecure and hard-to-reach environments; experience in the DRC or comparable fragile and conflict-affected settings is an asset.
- Knowledge of UNICEF programme and emergency procedures (CCCs, HACT, partnership management) is an asset.

Language Requirements

Fluency in French and intermediate English are required.

Core Values

Care · Respect · Integrity · Trust · Accountability · Sustainability

Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)

TERMS OF REFERENCE

- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)
- Nurtures, leads and manages people (2)