GBVF RESPONSE FUND

WE'RE HIRING

PROGRAMME MANAGEMENT OFFICE (PMO) LEAD

The GBVF Response Fund is seeking an experienced and highly organised Programme Management Office (PMO) Lead to strengthen programme execution, governance, performance monitoring & reporting across the Fund's growing programme & grant portfolio.

APPLICATIONS CLOSE ON

02 OCT 2026

AT MIDNIGHT SOUTH AFRICAN TIME



PROGRAMME MANAGEMENT OFFICE (PMO) LEAD

(THREE-YEAR FIXED TEAM CONTRACT)

1. BACKGROUND

The Gender-Based Violence and Femicide (GBVF) Response Fund was launched by His Excellency President Cyril Ramaphosa, to tackle the scourge of GBVF in South Africa. The Fund's goal is a South Africa free from gender-based violence and femicide directed at women, children and LGBTQIA+ persons. The organisation is guided by the National Strategic Plan on GBVF. The Fund aims to play a critical role in making change happen, based on research, awareness and practical support to organisations actively engaged in the fight against this scourge.

2. PURPOSE OF THE EVALUATION

Reporting to the Head of Programmes, the PMO Lead is responsible for establishing and leading a Programme Management Office (PMO) function that provides centralised planning, coordination, tracking, reporting and governance across the Fund's programme and grant portfolio. The role ensures disciplined execution of programmes by strengthening internal controls, improving performance visibility, standardising processes, and proactively managing delivery and compliance risks across Community-Based Organisations (CBOs) and Grant Management Partners (GMPs). As programme scale and complexity increase, the PMO Lead enables consistent, high-quality programme delivery by embedding structured programme management systems and ensuring alignment between planning, implementation, financial performance, reporting and audit requirements.

The role will also provide leadership to the MERL and programme administration team, strengthening integration between programme delivery, monitoring, evaluation, research, learning and administration.

JOB SPECIFIC REQUIREMENTS

KEY PERFORMANCE AREAS	
FUNCTIONAL COMPETENCIES	
KEY PERFORMANCE AREA	**KEY ACTIVITIES**
A. PROGRAMME, PLANNING, EXECUTION & REPORTING	· Lead integrated programme planning across the portfolio. · Establish standardised planning frameworks, tools and timelines. · Consolidate programme workplans and ensure alignment with strategy and grant agreements. · Develop and manage portfolio tracking systems and dashboards internally, for Grant Management Partners as well as funded Community Based Organisations (CBOs). · Monitor performance against milestones, outputs and outcomes. · Coordinate and consolidate programme reporting (internal, donor and Board). · Lead quality, consistency and timeliness of reporting to Board, donors and other stakeholders. · Identify delays, bottlenecks and performance risks early.

B. PROGRAMME GOVERNANCE, COMPLIANCE AND RISK OVERSIGHT	• Establish and maintain programme governance frameworks and controls. • Maintain and monitor a portfolio-level programme risk register. • Ensure compliance with grant agreements, donor requirements and policies. • Oversee due diligence and vetting processes across the grant lifecycle. • Ensure audit readiness and complete audit trails. • Monitor implementation of audit findings and corrective actions. • Escalate risks and compliance issues proactively.
C. GRANTS MANAGEMENT SYSTEMS & PROCESS OPTIMISATION	• Oversee and strengthen end-to-end pre- and post-award grant management processes as well as procurement of services. • Ensure alignment between programme execution, grants administration and compliance requirements. • Standardise grant processes, tools and templates. • Maintain centralised documentation and contract management systems. • Drive continuous improvement of programme and grant management workflows.
D. FINANCIAL MONITORING & CONTROL	• Monitor grant budgets, burn rates and expenditure against approved plans. • Maintain and manage a centralised grants portfolio database. • Analyse financial performance and provide variance insights. • Flag financial underperformance and compliance risks. • Ensure alignment between programme delivery and financial reporting. • Support compliance with donor financial requirements.

E. SYSTEMS, DATA & PERFORMANCE INTELLIGENCE	• Provide oversight of programme monitoring, evaluation, research and learning systems and processes. • Strengthen programme data systems, tools and reporting platforms. • Ensure data accuracy, consistency, quality and integrity across the programme portfolio. • Ensure effective integration of programme planning and tracking with MERL and financial systems. • Oversee the consolidation and analysis of programme performance information to identify trends, risks, lessons and areas requiring management attention. • Generate performance insights to support evidence-informed decisionmaking. • Strengthen visibility of programme performance and impact across leadership and relevant governance structures. • Support programme reviews, evaluations, learning processes and the documentation of lessons emerging from programme implementation.
F. STAKEHOLDER COORDINATION & CAPACITY STRENGTHENING	• Facilitate coordination across programmes, finance, MEL, GMPs, donors and other external partners. • Support effective communication flows across internal and external stakeholders. • Collaborate with the Advocacy and communications manager to promote and communicate programme activities. • Represent the Fund in external stakeholder fora • Build capacity of staff and partners in planning, reporting, compliance, safeguarding and others. • Provide guidance and support to CBOs and GMPs. • Support programmes review processes and learning engagements.

G. PEOPLE MANAGEMENT	• Lead, develop and manage MERL Officers and the Programmes Administrator. • Translate programme and PMO priorities into clear individual work plans, deliverables and performance expectations. • Manage and monitor individual and team performance, including regular check-ins, feedback and formal performance reviews in line with the Fund's performance management framework. • Drive accountability, performance management and professional development. • Foster collaboration across programmes, finance, advocacy and operations. • Model ethical, inclusive and values-driven leadership.
H. OTHER	• Carry out any other additional responsibilities that are within the scope of the job as requested by the Line Manager. • Support in developing protocols to ensure security and safety of all staff. Ensure compliance with organisational security and safety procedures.

EXPERIENCE

REQUIRED YEARS OF EXPERIENCE AT THIS LEVEL

- Minimum 5–7 years' experience in programme coordination, PMO, or project management roles.
- Project Management certification will be advantageous.
- Experience in donor-funded or grant-making environments preferred.
- Strong experience in reporting systems, compliance and programme tracking.

QUALIFICATIONS

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree in project management, development studies, Gender studies, public health or related field.

APPLICATION INFORMATION

Preference will be given but not limited to candidates from designated groups in terms of the Employment Equity Act. Should you not hear from GBVF Response Fund within 14 days of the closing date please consider your application unsuccessful. Communication will be with shortlisted candidates only. Please submit your Cover Letter and Curriculum Vitae as a single document, using the Job Title as the subject line, to: hr@gbvfresponsefund1.org Applications close on 02 October 2026 at midnight South African time. The Fund reserves the right to modify this job advert or not make an appointment.