



CARE ZIMBABWE

Vacancy Advert: Head of Programs

Senior Leadership Role | Harare, Zimbabwe

CARE is a leading humanitarian organization dedicated to fighting poverty and social injustice with a special emphasis on women and girls. CARE began working in Zimbabwe in 1992 in response to severe regional drought and has since expanded programming to address longer-term development issues. CARE Zimbabwe's FY2026–2030 Country Strategy focuses on four priorities: Humanitarian Response; Climate-Resilient Livelihoods; Empowered Girls and Women; and Women, Girls and Youth Economic Empowerment. The organization seeks to recruit outstanding candidates who are known for their excellence, professionalism, and integrity, and who are committed to making a difference.

Type of Position: Fixed Term Contract

Reports To: Country Director

Date Posted: 09 June 2026

Position Summary

CARE Zimbabwe is seeking a strategic and results-driven Head of Programs to join its Senior Management Team. This is a senior leadership role with primary accountability across three interconnected mandates: leading the organisation's resource mobilisation agenda; managing and developing the Programs team; and ensuring coordinated, high-quality delivery of all Country Office programming. The incumbent will serve as Country Director during delegated periods.

Key Responsibilities

1. Resource Mobilisation (60%)

- Lead and manage CARE Zimbabwe's funding pipeline across institutional donors, UN agencies, private foundations, and non-traditional financing sources.
- Develop high-quality concept notes, expressions of interest, and full proposals, coordinating inputs from program, finance, and MEAL teams.
- Build and manage strategic donor relationships; represent CARE Zimbabwe compellingly in donor and private sector engagements.
- Drive non-traditional resource mobilisation, including blended finance, CSR partnerships, and social enterprise initiatives.

2. Program Leadership & Supervision (15%)

- Provide direct line management, performance management, and professional development for all program direct reports.
- Coordinate program delivery across all active projects and pillars, facilitating integration, knowledge-sharing, and cross-project synergies.
- Embed a culture of continuous learning using evidence from MEAL to improve program design and delivery.

3. Programme Quality, Compliance & Operations (20%)

- Ensure all programs comply with donor requirements, CARE International standards, and Zimbabwean regulations.



- Review and approve high-quality donor narrative reports; oversee program-level risk management.
- Collaborate with Finance, Operations, and HR Managers to ensure programs are operationally feasible and well-resourced.
- Integrate CARE's safeguarding and anti-fraud standards across all program activities.

4. Strategy, Representation & Visibility (5%)

- Represent CARE Zimbabwe at donor forums, cluster meetings, government consultations, and INGO coordination platforms.
- Contribute to country-level policy and advocacy using programming evidence across the four programme pillars.

Qualifications & Experience

Education

- Master's degree in Development Studies, International Development, Social Sciences, Public Health, Public Policy, or a related field.

Experience

- Minimum 7 years of progressive experience in international development or humanitarian programming, with at least 5 years in a senior leadership role.
- Demonstrated, verifiable track record in resource mobilisation — leading successful multi-million-dollar proposals across institutional donors and private foundations.
- Proven experience managing multi-disciplinary program teams in a complex, multi-donor INGO environment.
- Strong knowledge of Zimbabwe's development context, donor landscape, and key sector dynamics.

Key Competencies

- Exceptional written communication; ability to produce persuasive proposals, donor reports, and strategic documents.
- Strong leadership, people management, coaching, and conflict resolution skills.
- Financial management literacy; able to develop and monitor program budgets and demonstrate value for money.
- Committed to gender equality, women's leadership, and CARE's core values.

Why Join Us?

At CARE Zimbabwe, you will contribute to a mission-driven organisation dedicated to empowering communities. We offer a supportive work environment, opportunities for professional development, and the chance to lead high-impact programming.

Application Process

If you are a strategic leader passionate about development impact and resource mobilisation, [click here](#) to submit your CV and cover letter. Applications should be submitted by 24 June 2026. Only shortlisted candidates will be contacted.