

Program Manager

tvt07998@gmail.com

Phone :

Web :



Job Summary

Vacancy :
Deadline : Dec 29, 2024
Published : Dec 21, 2024
Employment Status : Full Time
Experience : Any
Salary : MCA Salary Scale
Gender : Any
Career Level : Any
Qualification :

About Mercy Corps:

Enhancing resilience is at the heart of what Mercy Corps does and how we work. Resilience means that people and systems can protect and improve wellbeing in the face of shocks and stresses. Mercy Corps strengthens sources of resilience to enhance the capacities of people, markets, and institutions to handle shocks, reduce risk, build more equitable and responsive systems, and improve well-being. Through our programs, partnerships, and influence, we support communities to cope, adapt, and ultimately thrive.

Ongoing Learning
In support of our belief that learning organizations are more effective, efficient and relevant to the communities we serve, we empower all team members to dedicate 5% of their time to learning activities that further their personal and/or professional growth and development.

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives.

Equal Employment Opportunity
 Mercy Corps is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact. We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected ground in the locations where we work.

Mercy Corps is committed to ensuring that all individuals we came into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC and have signed on to the Interagency Misconduct Disclosure Scheme. By applying for this role an applicant confirms that they have not previously violated an employer's sexual misconduct, sexual exploitation and abuse, child safeguarding or trafficking policy. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to Mercy Corps Code of Conduct Policies and values at all times. Team members are required to complete mandatory Code of Conduct e-learning courses upon hire and on an annual basis. As an applicant, if you witness or experience any form of sexual misconduct during the recruitment process, please report this to Mercy Corps Integrity Hotline (integrityhotline@mercycorps.org).

[illegible]

General Position Summary

Essential Job Responsibilities
Design and planning <ul style="list-style-type: none"> • Prepare detailed implementation plan and adjust it as things move on along with other team members in the targeted locations. • Integrate the use of community approaches in the implementation to ensure sustainability. • Partake in planning and design efforts as requested. • Collaborate with MCs different functions throughout the implementation of the program • Collaborate with MEL team in the baseline, routine monitoring of the program activities and the endline. • Ensure the mainstreaming of core protection principles through planning and implementation of the interventions.

- Prepare procurement plan based on project cycle for different activities.
- Manage grant budget lines related to technical area of specialization, including maintaining partial budget ownership.
- Outline indicators and outputs to be measured to determine success of intervention.
- Work with M&E Unit to translate assessment criteria to tools and methodology for monitoring and evaluation of interventions related to the program sectors.
- Stay informed of incidents as they arise through the field and are raised through the feedback/complaint mechanism.
- Enhance internal and external compliance through supporting incident reporting mechanisms when needed.
- Maintain and coordinate reporting and documentation with the relevant team members.
- Timely preparation weekly, monthly, quarterly, and interim donor reports for relevant activities under the guidance of the Director of Programs.
- Communicate grant work plans related to the program to Field Area Coordinator/ Program Assistant and the entire team.
- Work with Program team and DoP to overcome implementation challenges based on practical solutions.
- Ensure documentation and filing of project activities in compliance with Mercy Corps policies and procedures.
- Supervise and monitor the implementation of the program activities, ensuring that all the activities are compliant with the grant requirements.
- Communicate effectively to ensure overall project targets and donor obligations are met.

- Develop the capacity of the team, deepen understanding of their roles and assist with career development.
- Assist team members with information, tools and resources to improve performance & reach objectives.
- Promote accountability, communicate expectations, and provide constructive feedback informally and formally via regular one on ones and performance reviews.
- Create and sustain a work environment of mutual respect where team members strive to achieve excellence.
- Hire, orient and lead team members as necessary.

- Represent Mercy Corps at national and regional clusters as delegated
- Coordinate closely with DoP, Field Coordinator/ Head of Office and Government Liaison Manager for required line ministry engagement and participate in meetings as required

- Ensure compliance with security procedures and policies as determined by country leadership.

As part of our commitment to organizational learning and support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

- Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.

- Bachelor's degree or equivalent in Agriculture and Social Science. Masters preferred.
- 5 years in a relief setting with Livelihood/Economic development or managerial experience; from starting up programs, managing contracts, to working in emergency and transitional contexts.
- Experience in complex and complicated humanitarian programing with time sensitive deliverables in unstable environments. Experience working in Afghanistan would be a plus.
- Strong experience mentoring a team, identifying talent and building their capacity.
- Demonstrated ability to manage and communicate effectively with an ethnically diverse team in a sensitive environment.
- Internationally recognized qualification in project or program management or a commitment to obtain the qualification in the early months of work.
- Knowledge of Sphere standards and other training in humanitarian response preferred.
- Demonstrated flexibility and creativity in planning and problem solving.
- Knowledge of participatory approaches and community sensitization and mobilization.
- Ability to effectively represent Mercy Corps and its interests to key stakeholders including host government/authorities, and national and international NGOs.
- Excellent oral and written English skills **required**.

Consent Language: "Mercy Corps collects your personal data for the purposes of managing Mercy Corps recruitment related activities as well as for organizational planning purposes globally. Consequently, Mercy Corps may use your personal data in relation to the evaluation and selection of applicants including, for example, setting up and conducting interviews and tests, evaluating and assessing the results thereto and as is otherwise needed in the recruitment processes including the final recruitment.

By applying for this position, I attest that I have never violated a sexual misconduct, sexual exploitation and abuse, child safeguarding or human trafficking policy and that I have never been disciplined for violating an employer's code of conduct.*

vacancieskb@mercycorps.org.
The deadline for submission is the close of business on 14-December-2024, applications received after the closing date and without a subject line will not be given consideration so, please make sure you put the vacancy number and title on the subject of your email, or your application will be disregarded by the system.

Note: Please note that MCA will provide office space and facilities only and is not providing any lodging facilities for its Team Members/Employees in HQ and field offices and it is the employee's responsibility to arrange the lodgings for themselves if they work in a field office other than their home province.

af-vacancieskbl@mercycorps.org

Education & Experience

5 years in a relief setting with Livelihood/Economic development or managerial experience; from starting up programs, managing contracts, to working in emergency and transitional contexts.

Must Have

Bachelor's degree or equivalent in Agriculture and Social Science. Masters preferred.

Educational Requirements

Compensation & Other Benefits
