

Job Description



Job Title	Program Manager	Report to	Program Director
Work type	Full time	Location	Erbil or Suleymani
No. of Vacancies	1	Deadline for Apply	07/August/2021

Job Purpose

REACH is seeking an experienced Program Manager to oversee the implementation, follow up the program's coordination and networking with REACH partners, S/he will be responsible for future program development also have to provide support for the implementation of other programs.

Duties and Responsibilities

- Participate in long- and short-term program development and planning.
- Develop and effectively manage program timelines to ensure timely completion of program deliverables.
- Undertake day-to-day management of the program, ensure proper coordination of the program implementation.
- Accountable to REACH's management team and director for maintaining the policies and procedures of REACH and the integrity and independence of REACH as an organization.
- Participate in the management committee of REACH to ensure REACH's programme activities are consistent with its organizational aims and to ensure the organizational accountability towards REACH's external stakeholders.
- Produce timely reports – financial and progress reports – as required by REACH and donor reporting systems
- Provide leadership and direction to all aspects of the program and participate in the design and management of future programs.
- Ensure that the technical and interpersonal aspects of the work are up to the required standards.
- design, plan, implement, monitor and evaluate development and emergency programs and write grant proposals.
- develop and maintain a database for the programme which will enable a detailed programme analysis to be made.
- Supervise store of assessment, survey, monitoring, and evaluation data in all the offices.
- identify for programme staff and to ensure the collection of relevant information to enable the programme to be evaluated and produce regular narrative reports on REACH's various activities.
- represent REACH with related international institutions and forums for program networking.
- Reporting and Monitoring the actual expenditure against budget and justifying any over expenditure.
- Reporting and Monitoring the costs and prices against budget and adjusting budgets accordingly.
- Representing REACH at relevant external meeting.
- Undertake other duties that may from time to time be necessary.

The Program Manager will be responsible for own work behaviour including:

- effectively administering her/his own work.

- working with often challenging deadlines.
- working under pressure and prioritising effectively.
- communicating clearly in writing and orally.
- undertaking required training and being willing to cascade training. incorporating new ideas into working practices.

Person Specification

- Graduate with a bachelor's degree in Humanitarian Affairs, Social Science, Social Development, Peace and Conflict Studies, Project Management, Culture Studies, Journalism, Disaster Management or any 3 year relevant studies, post graduate studies is an advantage.
- At least 4 years' experience in working with NGO's, government or UN agencies in designing, planning, implementation monitoring and evaluation of development and/or emergency programs.
- Skill in emergency, development, reports and proposal writing.
- Understanding of relief, rehabilitation and development and gender issue.
- Ability to incorporate a gender and peace perspective into the data analysis and reporting.
- Competency in use word processor, spreadsheets and power point.
- Excellent working knowledge of writing and spoken English
- Understanding and ability to work in unstable and multi-cultural environment (cultural sensitivity).
- Able to work with often challenging deadlines.
- To work under pressure and priorities effectively.
- To communicate clearly in writing and orally.
- To develop good working relationships with people both inside and outside of REACH.
- Skills in reports and proposal writing and donor funding.
- An understanding of relief, rehabilitation, development and gender issues and to be able to incorporate a gender perspective into the program and activities.
- To provide leadership in the above aspects of development and gender awareness to staff and contractors.
- To represent REACH in a competent and culturally sensitive manner.
- To be willing to be part of the management team.

How to apply?

please use the link below; First, copy the link and paste it into your browser, press enter fill out the job application form and upload your CV and click Submit

Link: <https://ee.humanitarianresponse.info/x/qapuvgEQ>

Note: *Only short-listed candidates will be contacted for an interview.*

REACH Organization is an equal opportunity employer.