**I. Position**

**Name of position**: **Programme Manager for the Middle East**

**Length of employment**: Initially12 months, with possibility of an open-ended conract

**Type of position**: Full-time

**Place of employment**: Prague, Czech Republic (travel to the Middle East and within Europe occassionally)

**Start date**: as soon as possible

**II. Organizational context**

Caritas Czech Republic (CCR) is a non-profit non-governmental organization with field activities implemented worldwide (Europe, Asia, Middle East and Africa) and an extensive social services programme in the Czech Republic assisting more than 100,000 clients. CCR is a member of the international network of the Caritas Internationalis and cooperates with a number of international and local partners.

In addition to emergency response in case of natural and man-made disasters, the organization focuses on 4 key thematic areas: 1) health care and social services; 2) sustainable livelihoods and small-scale entrepreneurship; 3) vocational education (youth and adults); 4) assistance to refugees and internally displaced people.

CRR has 20-year experience in managing social welfare programmes, including support to people with disabilities. The organization adheres to core humanitarian principles, including gender equality.

**III. Responsibilities**

The Programme Manager (PM) is responsible for managing CCR’s activities in the Middle East, involving both implementation of country-based programmes as well as participation in strategic directions about programme development. PM cooperates closely with Financial Coordinator for the Middle East (FC), Humanitarian Programme Manager (HPM) and Heads of Mission (HoM), under the oversight of the Regional Manager for South-East Asia, Middle East and Africa (RM).

**The position is suitable for recent graduates**.

Specific PM’s roles include (please note a detail job description will be provided upon hiring):

1. **Programme Management**

- Together with HoM and FC, draft annual plans including budget forecasts, project workplans, procurement schedules, etc.

- Ensure regular monitoring plans are developed and implemented.

- Coordinate timely report delivery in close cooperation with HoMs and FC.

- Pro-actively address challenges and problems identified in the implementation of the Middle East programme and support HoMs in fast decision making and action.

- Provide direct field support as per agreement with HoMs and RM (the position requires regular travels to the region).

- Communicate with donors and provide them with timely and accurate information about implementation.

- Support HoMs in strengthening capacities in local teams by developing capacity building plans and identifying training opportunities.

- Support HoMs in recruitment processes and managing contractual obligations, especially expatriates’ contracts.

- Oversee R&R policy and other HR related regulations are followed at field level.

- Support HoMs in identifying capacity gaps and short-term experts, draft Terms of Reference and evaluate their quality of work.

1. **Strategic Development**

- Monitor grants’ updates and in close coordination with HoMs, propose potential areas of intervention.

- Assume coordination responsibility over proposals’ development.

- Support HoMs in identification of local and international partners.

- Directly inform donors about future programmatic plans and support HoMs and RM in strengthening partnerships with donors.

- Monitors developments in the Middle East with respect to ongoing conflicts, policy changes, socio-economic aspects, weather, and other relevant issues that can have impact on the current activities and future programmatic direction.

1. **Communication and representation of CCR**

- Participate in coordination meetings related to the Middle East and technical areas relevant for the country programmes.

- Propose and consult on developing promotional materials about the CCR’s Middle-East programming.

- Ensure all relevant documents are archived in internal CCR’s databases, easily identifiable.

**IV. Required qualifications and competencies**

* experience in project/programme cycle management in development and humanitarian aid; proven track record of at least 3 years
* knowledge of the Middle East region
* understanding of strategic development processes
* experience with financial project management
* project/report writing skills
* experience with proposals submitted to a variety of national and international donors
* university degree in relevant fields (development and humanitarian studies, human rights, social sciences, business management and similar)
* excellent knowledge of English (oral and written)
* good organiser, independent and pro-active decision-maker
* advanced user skills of MS Office software (predominantly MS Excel and Word)
* experience in team leadership and cooperative working practices
* knowledge of Arabic and previous work in the region is an advantage

**V. What we offer**

* Gross monthly remuneration of approximately **CZK 28.000,-** (or higher - based on experience and competencies)
* Monthly bonus of 10%, bi-annual evaluation with possibility of pay rise
* 25 days of paid leave and sick leaves
* Mealtickets
* 2 days of sick day/year
* 2 days of home office/month
* Business trips
* Working in positive and dynamic team of professionals
* Access to training opportunities
* Career development in a value-driven professional organization
* Dog friendly office
* Friendly culture

**VI. How to apply**

The application sent to [jobs@caritas.cz](mailto:jobs@caritas.cz) must include a brief motivation letter. Only shortlisted candidates will be contacted. The applications are reviewed on continual basis.