

VACANCY: PROGRAMME DEVELOPMENT MANAGER – SOUTH EAST ASIA

Location: Phnom Penh, Cambodia, with frequent travels in the region.

Job Title: Programme Development Manager

Type of contract: 8 months with possibility of extension (including a 3 months as probation period)

Starting date: June 2018

Monthly Gross Salary Range: 3500-4000 EUR

Application deadline: 13th of May 2018

Application procedures:

Send your **CV** and **cover letter** to job.openings@gvc-italia.org with reference **C3**, only preselected candidates will be contacted; the applications will be reviewed as they are received and the position may be awarded before the deadline

GVC is an Italian NGO founded in 1971 active in international development and humanitarian aid projects. We work to return dignity to entire communities; we fight poverty and injustice so that the fundamental rights of every person can be recognised. In almost fifty years of activity, we have reached the remotest corners of the world, setting up thousands of sustainable development cooperation projects.

In 2016, GVC managed 84 projects, operating in 24 countries. From Africa to Latin America, from Asia to the Middle East, through to Europe. We act involving people, civil society organisations, governments and local authorities, to ensure access to water, food, health, education and work for thousands of people.

During a humanitarian emergency, GVC works to rebuild what has been destroyed and to rekindle growth and sustainable development processes. Our interventions aim to increase the population's resilience, enhancing a community's capacity to find, within its fabric, the skills and resources necessary to grow in a self-sufficient manner.

Our staff is the key to achieving ambitious goals. With nearly 770 professionals employed and 250 partners, over the past 12 months GVC has reached 1.4 million people. The organisation's programmes (26 million in 2016) are co-funded by the most important humanitarian and development aid donors such as EU (DEVCO, EACEA, ECHO, NEAR), United Nations (OCHA, UNHCR, UNDP, UNICEF, WFP, FAO) and individual countries (AICS, JICA, France and Dutch Embassies) as well as by private donors and foundations.

Our programmes rely on highly specialised staff, able to implement tailored methods and practices in order to meet the different needs of beneficiaries and donor requirements.

The challenges that characterise the environments we work in are tackled by creating innovative synergies that draw on teamwork, multi-disciplinary experiences and by pairing international and local expertise.

Respect for individuals and constancy are essential and inalienable characteristics if operating in contexts requiring strong human and professional talents.

Being part of the GVC team means taking part in the development of a dynamic organisation where the contribution of each staff member is promoted and valued, working together towards the collective achievement of our goals and vision.

Job Description

GVC is working in South East Asia since the 90s to fight poverty in rural areas, ensure the respect of human rights. Since 2013 GVC has been working to raise awareness of potential migrants and country's authorities on the risks of irregular migration and promote safe migration practices mainly from Cambodia to Thailand, which is the primary country of destination. International migration among Cambodian migrants, particularly those living in the provinces along the border with Thailand, is largely irregular without proper documentation, visas or work authorizations. Migrants commonly hire local brokers to facilitate the

migration process or may blindly migrate hoping to find work without the assistance of any informal networks that cause an array of challenges related to labor exploitation and human trafficking.

In this contest, in order to implement its work programme in an organic manner and be sufficiently reactive to needs, GVC is recruiting a *Programme Development Manager* who will be responsible for tracking donor opportunities, facilitating donor engagement, assisting in the development of fundraising strategies, and leading proposal development for large and strategic funding opportunities.

In coordination with the Country Representative he/she will be required to, develop new programmes and strengthen the intervention capacity of the organization in the Country. He / she must be willing to travel within the Country and region, develop new opportunities and relationships with key stakeholders.

The *Programme Development Manager* works under the direct supervision of the Desk Officer based in HQ . Moreover, under the supervision of the Country Representative in Cambodia he/she will be required to contributing in the supervision of existing projects in the Country.

Main tasks and responsibilities:

The Programme Development Manager is a senior position within the Cambodia Country Office Team with mandate on the South East Asia region.

The position requires innovative thinking and creativity to package our programme strategies in ways that attract the right donor support and grow out portfolio effectively. S/He will write projects that speak to our overall capabilities, while coordinating the input of GVC's and partners' staff into proposals and budgets. Recognising that many conversations with donors involve a review or update around current grants as well as discussions about new opportunities, the Programme Development Manager will also be expected to keep closely informed about the progress of all major institutional grants and able to speak to results in key reporting documents.

70% of this job is dedicated to managing the new programme development (i.e. growth of the regional office portfolio), and proposal writing/coordination function with Country Representative and HQ teams.

He/she will be under the direct line management of the Desk Officer and working in coordination with the Country Representative (CR).

20% of the job is dedicated to the Project Management and will be under the direct line management of the CR.

Programme Development (60%)

- ▶ Translate global and country GVC strategy into country specific programme and fund raising strategies for the area of interest, creates and delivers effective evidence-based advocacy messages and lobbying to promote GVC's programmes goals and initiatives taking into account political and social sensitivities;
- ▶ In collaboration with GVC HQ, conduct a donor mapping exercise to identify potential donors in line with GVC strategy and core competencies in the region.
- ▶ In collaboration with GVC HQ, develop and implement an appropriate and effective donor engagement strategy for the area of interest, setting clear objectives and indicators.
- ▶ Promote and guide needs assessments in identified areas of South East Asia, working with advisors, coordinators and project managers where necessary and develop project ideas, concept notes accordingly.
- ▶ Develop project proposals, based on the needs assessment conducted, in response to call for proposals launched during the period of assignment.
- ▶ Promote a result-based approach and integrates innovative policies and strategies into the design and formulation of country programs and projects based on strategic priorities and responsive to the countries' needs in the areas of interest.
- ▶ Mobilizing co-financing resources supporting the country programs and projects;

- ▶ In coordination with the Country Representative provide strategic and technical guidance on key components of GVC's work to foster good practice and ensure that development and humanitarian quality standards are met.
- ▶ Conducts substantive policy dialogue with relevant national and international counterparts and other development partners to facilitate the incorporation of GVC's programmes priorities into national and donors' plans and strategies, and development framework.
- ▶ Ensure gender, people with disability and age specific needs are included or mainstreamed in all project proposals.
- ▶ In coordination with the Country Representative, engage in networking opportunities with the intent to secure funding and to promote a visible presence for GVC, and other locations as assigned.
- ▶ Travel to field offices and programme locations, as duties required.

Representation and advocacy (10%)

In coordination with the CR, where appropriated:

- ▶ Represent GVC in the target areas in various fora as requested by the CR on programmatic and technical issues.
- ▶ Maintain and strengthen dialogue with national officials, NGOs, partners, donors and communities to provide knowledge and understanding while ensuring accurate interpretation of the programme/projects objectives and implementation with the aim of programme funding.
- ▶ Identify additional areas of synergy and cooperation with other NGOs, UN agencies and relevant institutions.
- ▶ Provide input to communication materials to promote GVC strategic objectives.
- ▶ Build relationships with other INGOs to promote GVC's involvement in consortia for programme funding.
- ▶ Collect information and follow up of legal and operational requirements in case of programmes in new implementing countries.

Project management (20%)

In coordination with the CR:

- ▶ Implement general activities of the project, in accordance with the agreement and grant as well as respecting schedules and the yearly plan. Oversee all aspects of the project, including planning (activities; financial, technical and human resources) ensuring that the project results are achieved on time and within the allocated budget.
- ▶ Supervise technical direction in project implementation at all levels, ensuring coordination that all activities are in accordance with the adopted standards, meeting the local requirements and cost efficiency.
- ▶ Logistics management and supervision: financial and administrative functions in supervision to the local administrator, such as requiring advance of project funds; prepare budget planning, supervise the preparation of cost estimates, procurement procedures for goods, services and works, contracts, payments, accountability; prepare financial reports.
- ▶ Establishment of a monitoring and evaluation plan and ensuring that project activities of documentation and performance reports are in accordance with the norms and standards of GVC and the donor.
- ▶ Promote activities aimed to search and management of project co-funding resources.
- ▶ Coordination with Country Representative, partners and leaders of the project as well as relevant donors, in order to keep a regular update on the implementation of the project and to develop strategic planning.
- ▶ Facilitate the visibility and communication activities related to the project intervention.

Staff Management (10%)

- ▶ Line manages designated staff, including direct supervision and development.
- ▶ Assist the CR in establishing and maintaining collaborative and high performing team and a good working environment.
- ▶ Assist the CR with the development and building of an effective team.

Professional experience:

- ▶ Development professional with a relevant Masters' Degree.
- ▶ Recommended a minimum of five years management in a both development and emergency contexts, preferably with solid experience in more than one of the GVC priority sectors: protection and human rights (with specific attention to migration, gender equity and disability), food security and nutrition, WASH and emergencies response.
- ▶ Knowledge of main donors' policy and procedures.
- ▶ Sound experience in leading development of large-scale or strategic proposals, including the development of multi-million-dollar project budgets.
- ▶ Sound experience in presenting project information to donors and partners and ability to present complex information in a succinct and compelling manner.
- ▶ Proved experience in fund mobilization and private donor fundraising.
- ▶ Experience in promoting and mainstreaming protection in programme design, implementation and evaluation.
- ▶ Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in.
- ▶ Ability and willingness to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies.
- ▶ Commitment to GVC values, including willingness to abide by and enforce the Code of Conduct.
- ▶ Previous work experience with international NGOs.

Education and skills:

- ▶ An advanced university degree or equivalent in line with GVC priority sectors.
- ▶ Ability to think strategically and conceptually and to translate these into concrete results.
- ▶ Proven representation and advocacy skills.
- ▶ Excellent writing/editing skills, budget development skills and presentation/communication skills.
- ▶ Ability to identify, initiate and maintain good relationships with partner organizations, donors and national authorities including building professional relationships with senior decision-makers and influencers / leaders.
- ▶ Good interpersonal skills with the ability to communicate and negotiate clearly and effectively at all levels, taking into account cultural and language difficulties.
- ▶ Strong results orientation, with the ability to challenge existing mindsets
- ▶ Proven organizational skills and ability to manage effectively multiple tasks while fostering quality, team spirit and positive working relationships with colleagues.
- ▶ Ability to work collaboratively with teams. Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
- ▶ Demonstrates integrity concerning NGO values and ethical standards.
- ▶ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- ▶ Treats all people fairly without favoritism.
- ▶ Computer skills, in particular MS Word, MS Excel, MS Outlook, MS Project.
- ▶ Valid driving license.
- ▶ Previous experience in South East Asia will be considered an asset.

Language requirements:

- ▶ Fluency in English both written and verbal
- ▶ Knowledge of Italian will constitute a plus.