

VACANCY: PROGRAMME COORDINATOR - SYRIA

Location: Syria

Job Title: Programme Coordinator

Type of contract: 12 months- renewable (including a 3 months probation period)

Starting date: 1st of May 2019

Monthly Net Salary Range: 3.000-3.800 EUR

Application deadline: 31st of March 2019

Application procedures:

Send your CV and cover letter to job.openings@gvc-italia.org reference **S6 Coordinator – Syria**, 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.

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 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- Civil Volunteer Group, has been working in Syria since 2011 and is currently carrying emergency projects in WASH and Education sectors funded by Italian Embassy, UNICEF and ECHO. Within this framework, GVC recruits a Programme Coordinator with strong experience in promoting and managing emergency programmes and disaster/development linkages with specific experience in remote management capacities and tools.

The Programme Coordinator will be responsible for the management of GVC's humanitarian programmes and staff in Syria and will be under the direct line management of GVC's Syria Country Director.

Main tasks and Responsibilities

The Programme Coordinator has overall supervision over humanitarian operations, programmes and support services in Syria. She/He will be responsible for the quality and effectiveness of GVC's emergency response and accountable for developing, coordinating and managing all emergency activities. The main purpose of the assignment is to consolidate and expand GVC presence in Syria.

Programme Development: (30%)

- In collaboration with Country Director and GVC HQ sector coordinators, develop and implement an appropriate and effective strategy related to the Emergency Sector, setting clear objectives and indicators.
- Develop new proposals in collaboration with Country Director and GVC HQ sector coordinator, involving a multisector approach, expanding the intervention of GVC in new sectors accordingly
- Provide strategic and technical guidance on key components of GVC's emergency work to foster good practice and ensure that humanitarian minimum standards are met in all sectors.

Project Development and Management: (30%)

- Monitor and support planning of project activities, ensuring effective delivery in line with donor requirements and GVC's mission
- Prepare internal and external reports to ensure effective information flows and external reporting deadlines are met
- Ensure timely information on progress and results is available by compiling, organizing, analysing, monitoring, and preparing data for situation reports, fact sheets, donor reports, briefing notes, and other reporting products
- Undertake field visits to gather the information on results related to the emergency response activities to ensure that all data from the field is captured, documented and reported in a results-based and timely manner for donors and internal purposes
- Provided high quality editing and formatting for emergency response related documents for external audience

Representation and coordination: (20%)

- Participate in Cluster/Groups coordination meetings and other emergency working groups or meetings as required, representing GVC and feeding back to the Country Director and GVC HQ sector coordinators on relevant issues
- Develop and maintain appropriate, regular, transparent and supportive communication structures with the assigned project staff, GVC HQ sector coordinators as well as other relevant stakeholders (e.g. beneficiaries, community leaders, local and national government officials, UN agencies and other NGOs), with the objective of ensuring good cooperation and partnerships.
- Provide effective representation for GVC to donors, national and local authorities, partners and other relevant stakeholders in the country
- Support donor relations by contributing to the production of various communication products for donors and accompanying donors during the field visits in coordination with programme and field offices colleagues

Capacity Building and General: (10%)

- Identify learning and training opportunities for project staff and work as a mentor and role model for less experienced staff
- Comply with GVC policies and practice with respect to code of conduct, safety, equal opportunities and other relevant policies and procedures.
- Perform other responsibilities as agreed with the line management

Security management: (10%)

- In cooperation with the Security Focal Point, ensure optimal security management procedures and practices are in place and continually monitor the security situation; adapting staff safety procedures accordingly and that appropriate and timely measures are put in place to reduce risks and threats to GVC staff, assets, operation and beneficiaries
- Ensure security guidelines are updated and adhered to and that all new staff and visitors receive appropriate security briefings
- Ensure that security incidents are duly reported on information is effectively collected and exchanged with staff and other organizations
- Comply with all relevant GVC policies and procedures with respect to health and safety, equal opportunities and other relevant policies.

Professional experience:

- Minimum 6 years' of relevant working experience in related fields.
- Fluent in written and spoken English;
- Previous work experience with international NGOs
- Knowledge of main donors' policies and procedures (ECHO, UN Agencies, EU, Italian Cooperation).
- Extensive project development and proposal writing experience.
- Extensive experience in Project Cycle Management.

Education and skills:

- An advanced university degree or equivalent in the field of Social or Political Science, Development Studies, International relations, Project Management.
- Strong interpersonal relationships and demonstrated ability to leverage business networks and partnerships for continued growth.
- Integrity in line with the NGO values and ethical standards.
- Cultural, gender, religion, and age sensitivity and adaptability
- Computer skills, in particular MS Office package
- Good communication and leadership skills
- Ability to perform under stress condition
- Capacity to autonomously work and in problems prevention/resolution
- Ability to think strategically and conceptually and to translate these into concrete results.
- 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.
- Proven organizational skills and ability to effectively manage multiple tasks while fostering quality, team spirit and positive working relationships with colleagues.

Will constitute a plus:

- Previous experience in Syria or in the Syrian crisis context will be considered an asset
- Education or WASH background will be considered an asset
- Knowledge of Arabic will be considered an asset
- Valid driving license