

Vacancy Announcement

Position Details

Position Title	:	Head of Programmes
Base	:	Amman, Jordan
Reports to	:	Arab Regional Initiative Director

ACTIONAID /Arab Regional Initiative (ARI) Office

AA/ARI Office works in 5 countries in the Arab Region: Jordan, where the Regional Office (RO) is placed; Lebanon, Egypt, Morocco and Tunisia, with Syria on hold for the time being. The program has potential to expand to other countries in the years to come.

ActionAid works in cooperation with local strategic partners in the Arab region to:

- Support and strengthen youth participation in civil society - harness the leadership of youth as agents of change.
- Support and strengthen youth participation in local governance and decentralization for the future of the civil society to demand accountability from duty bearers on youth-specific issues and equality, access, equity and gender responsiveness in public services;
- Youth and Social entrepreneurship
- Youth and new visions
- Youth in conflict and promote rights-based responses to conflict and occupation in the region.
- Women right campaigning - Build the active agency of women and girls to address all forms of discrimination and injustice,

ActionAid ARI works with app 35 partners and the Arab Regional Initiative is recipient of substantial financial donor support and has in place a plethora of human resources such as local staff, international advisors, inspirators and Danish interns.

Main Purpose of the Position

Supervised by the Arab Regional Initiative Director, the Head of Programmes is responsible for the formulation, implementation, administration, monitoring and reporting of the programmes in the region.

The Head of Programmes is part of a Senior Management Team composed of the Head of Programmes, Head of Administration and headed by the ARI Director.

Key Roles and Responsibilities

The Head of Programmes will be responsible for program planning and reporting, M & E, fundraising and financial reporting tasks, including but not limited to:

Programme Work

- Contribute to overall strategic discussions and decisions on programme development, new initiatives and new partnerships.

- Contribute to management development and implementation of AA mission, strategy, policies and values as agreed in the Senior Management Team.
- Be responsible for designing, coordinating and implementing regional initiatives such as capacity development programme, campaigns, learning activities etc. in coordination with country programme managers
- Manage communication with counterparts in regional initiatives
- Support country programme managers in Lebanon, Jordan, Egypt and others in designing and implementing programmes
- Ensure finalization of fundraising proposals in close cooperation with country programme managers
- Manage organization visits and activities outside Jordan

Planning, Monitoring and Reporting

- Be overall responsible for ensuring that the monitoring and evaluation framework (both AAI and AA DK) is implemented, including strengthening the framework and developing the capacities with partners and staff to implement the framework
- Develop and prepare monitoring plan, regularly monitor and review the activities to ensure the activities are in line with achieving expected outputs and suggest revisions if needed
- Assist in documenting work done and continuously assessing work while collecting success stories and drawing lessons learned from the field
- Compile a monthly progress report based on country reports.
- Compile a quarterly monitoring report with inputs from country programme managers
- Ensure that relevant donor requirements are communicated to and understood by staff and partners
- Prepare the yearly status reports as well as other reports needed by donors.
- Ensure proper reporting on plans and results to ActionAid International

Human Resource Management

- Provide inspiring and supportive leadership to programme staff and partners in the implementation of the program and build a collaborative, open and trusting environment among the partners.
- Assist staff in the programme unit in implementation, problem solving and conflict management.
- Manage introduction, handing over and conclusion of internships and international regional placements such as advisors and inspirators.
- Facilitate entry and security for all guests, trainers, and other individuals visiting AA Arab Regional Initiative Office, Egypt, Lebanon, Syria and Palestine, as part of the program.

Financial Management

- Ensure issuing due payments on date and review of financial liquidation reports.
- Monitor analyses and report on budget expenditure on a quarterly basis.

Other Duties

The Head of Programmes is responsible to fulfill any other programme related requirements.

SUMMARY OF PROFILE

The applicant is expected to have:

- Master degree in related fields with at least 5 years' experience in similar capacity.
- Only people from the *Arab Region Area* with the following nationalities are entitled to apply: (Jordan, Lebanon, Syria, Palestine, Morocco & Tunisia)
- High level skills in program planning, implementation, management as well as monitoring and evaluation.
- Strong communications, analytical, coordinating and report writing skills.

- Experience of working with relevant NGOs, UN bodies or donor agencies essential.
- A sound track record of designing and delivering programs (trainings, workshops, seminars, conferences, and campaigns) for youth and youth related issues.
- Ability to work independently, meet deadlines and flexible to work beyond normal office hours.
- Excellent English writing skills and fluent in Arabic

Moreover the following criteria are desirable:

- Proven experience with institutional fundraising and knowledge about international donors like the EU
- Proven working experience in youth empowerment, democratization and governance
- Knowledge of civic engagement and leadership, capacity building and human rights
- Management experience
- Excellent presentation and computer skill.

The Head of Programmes should have the following personal qualifications:

- Analytical skills and the ability to prioritize
- Strong intercultural competences and communication skills
- Result oriented and structured
- Able to motivate and engage staff
- Team player

Starting Date:

The selected candidate will have to be prepared to start latest by 1st March, 2015.

How to Apply:

Please send your resume that doesn't exceed 3 pages and covering letter with salary expectations by **January 5, 2014**, to: Ari.jobs@actionaid.org; please quote the title "Head of Programmes/002" (those who don't put the title in the title bar will not be shortlisted).

Action Aid/Arab Regional Initiative is an Equal Opportunity Employer.