

# JOB ADVERTISEMENT

**Job title:** DRC National Program Manager

**Employment category:** Grade 1

**Reporting to:** DRC Head of Programs

**Direct reports:** All Program Managers and Program Coordinators

**Unit/department:** Program

**Location:** Mogadishu with frequent travel to field offices in South-Central, Somaliland and Puntland

**Authorization level:** Review as per IDRA authority for National Program Manager level.

**Overall purpose of the role:**

The National Program Manager will be responsible for management of DRC programming in Somalia. S/he will provide leadership in the design, delivery and quality of DRC programs in Somalia. S/he will be responsible for supervising program leads in all DRC offices in South-Central, Somaliland and Puntland.

**Responsibilities:**

**Program Management**

- Responsible for programmatic activities at DRC Somalia and close monitoring of implementation of projects, ensuring projects are being implemented in a timely and quality manner.
- Support DRC Head of Programs in delivering an accountable program in Somalia.
- Prepare country level overviews of programs and status updates for SMT. Highlight any challenges in program implementation to DRC Head of Programs.
- Coordinate implementation of all country level projects, monitor budgets in coordination with area program leads to ensure there is no overspending or underspending.
- Oversee quality implementation of all projects and support program leads in areas with achieving high standards of programming.
- Oversee preparation of program portfolios by area teams for presentation at country quarterly meetings.
- Ensure complaint handling mechanisms are in place in all projects and promote accountability concepts.
- Ensure that DRC's program policies as enshrined in the program Hand book and other program manuals are followed.

**Program Strategy**

- Have strong understanding of DRC's global, regional and country level strategies in relation to programming.
- Be able to undertake analysis of programming and determine how it relates to country, regional and global level strategies.
- Ensure all program staff understand country, regional and global frameworks and how their responsibilities contribute to the frameworks.
- Be knowledgeable on strategic direction involving DRC beneficiaries, such as IDPs, refugees and returnees and design programming accordingly.
- Be aware of DRC Somalia sectoral strategies such as on protection and livelihoods and adapt these into programming.
- Have understanding of how advocacy and communications can be used to further programming.

**Staff Management**

- Manage all area program managers and coordinators at DRC South-Central, Somaliland and Puntland.
- Ensure all program leads have clear work plans in place and are following them.
- Provide staff with guidance and inputs on all phases of program cycle in each location.
- Coordinate with DRC Head of Programs on technical gaps and support from technical experts.
- Ensure that all national program staff are continuously developing their ability to fulfill job descriptions and acquiring new skills as much as possible through internal and external trainings.

**OTHER ROLES**

- Support DRC Head of Programs in representing DRC in all senior level external meetings/forums where program issues are discussed.

- Take lead with certain donors where there are gaps in coverage, per guidance from DRC Head of Programs.
- Facilitate good relations at country level with donors, partner agencies, and technical government program specialists.
- Positively contribute to the program department teambuilding efforts and ensure that effective coordination exists between program and operations team at country level.
- Other duties as directed by DRC Head of Programs.

In this position, you are expected to demonstrate each of DRC's five core competencies:

- **Striving for excellence:** You focus on reaching results through the Regional team both to position DRC and ensure excellence in all deliverables.
- **Collaborating:** You lead regional initiatives and processes by involving relevant parties and encouraging feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen to other stakeholders and staff; and you communicate concisely and persuasively.
- **Demonstrating integrity:** You act in line with DRC's vision and values.

The responsibilities listed in the JD are not exhaustive and may be readjusted according to program needs but will remain in line with the overall purpose of the role.

**Experience and technical competencies:** (include years of experience)

**Essential:**

- Minimum 10 years of work experience in area of humanitarian/development programming in two or more of sectors of WASH, Shelter, Protection/Advocacy, Food Security and Livelihoods, and M&E.
- Minimum 8 years of staff management.
- Minimum 8 years of experience of proposal development for multiple donors and in-depth knowledge of project management and all aspects of project cycle.
- Minimum 6 years of senior representation experience with donors and external actors such as government representatives.
- Strong knowledge of M&E and humanitarian accountability framework.
- Experience of emergency, early recovery and development programming.
- Experience with strategy development and understanding of linkage between strategy and programming.
- Experience of advocacy and communications.
- Excellent writing and reporting skills.

**Education:** (include certificates, licenses etc.)

- Advanced University degree in Arts or Sciences.

**Languages:** (indicate fluency level)

- Fluency in written and spoken English. Fluency in local spoken languages.

**Key stakeholders:** (internal and external)

Internal

- DRC Head of Programs
- Program implementing staff
- Program technical staff
- Human Resources
- Procurement and Logistics
- Country Finance Team

External

- Implementing Partners
- Donors at country level
- Coordination mechanisms such as Clusters at country level
- Any other Relevant stakeholders at country level

Core competencies	Basic	Advanced	Expert
Striving for excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Collaborating	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taking the lead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communicating	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstrating integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Find the definition of DRC's Core competencies [here](#)

♦ **Basic:** I master the essentials, but may at times need help from others

♦ **Advanced:** I can work independently at full professional level.

♦ **Expert:** I am the go-to person when others need help.

**Terms and Conditions**

Availability: 20 August 2017

Other terms of employment will be in accordance with DRC/DDG terms for national staff

**Application and CV**

Interested candidates who meet the required qualifications and experience are invited to submit an updated CV and cover letter explaining their motivation and why they are suited for the post.

We only accept applications sent via our online-application form on [www.drc.dk](http://www.drc.dk) under Vacancies.

Please forward the application, CV and cover letter, in English through the online application on [www.drc.dk](http://www.drc.dk) under vacancies no later than 24<sup>th</sup> July 2017. Applications without a cover letter will not be considered.

If you have questions or are facing problems with the online application process, please contact [job@drc.dk](mailto:job@drc.dk).

For general information about the Danish Refugee Council, please consult [www.drc.dk](http://www.drc.dk).