



## Job Description

**POSITION TITLE:** Climate Change Adaptation and Program Manager

**COUNTRY PROGRAM:** Somalia

**RESPONSIBLE TO:** Country Director

**STATUS:** Full-time

**SUPERVISORY CAPACITY:** Grants and Communication Staff

**DATE:** June 8<sup>th</sup>, 2018

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### COUNTRY PROGRAM DESCRIPTION

The overall objective of the American Refugee Committee (ARC) Somali program is to prevent death and alleviate human suffering among drought affected internally displaced persons (IDPs) in settlements, returnees and vulnerable host communities in urban and rural areas of the country. ARC is taking a multi-sectoral approach in responding to the needs of the beleaguered Somali population afflicted by natural and man-made recurrent crisis through a range of activities including; Economic Recovery and Market Systems, Health, Logistics and Relief Commodities, Protection, Shelter and WASH.

The Somali country program of the American Refugee Committee (ARC) has a full-fledged office in Mogadishu, Hargeisa, Kismayo, Laascaanood, Afmadow, Dhobley, Buroa and has been actively responding to the drought and famine crisis in Somalia since 2011. ARC is working closely with national and local authorities and with a number of the country based international and national organizations to galvanize coordinated lifesaving humanitarian assistance to the people in need/

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### PRIMARY PURPOSE OF THE POSITION

**Climate Change Adaptation and Program Manager Responsibilities are three fold:**

- 1) To lead the program development and revenue generation strategy in line with the vision of the Country Director, Senior Program Coordinator, and in accordance with Country Office Strategic Plan; ensuring compliance of ARC and donor standards and requirements.
- 2) To Implement and Mainstream the Climate Change Policy Framework within ARC country program and make them clear to all relevant stakeholders and donors as well as hold a training session for all senior staff on how to implement the said strategy. The Climate Change Adaptation and Program Development Coordinator shall take the lead in utilizing WEE as a tool to improve household resilience meanwhile taking into account climate change mitigation and adaptation by evaluating livelihood sectors that can have a mitigating impact in climate change while also being resilient to climactic fluctuations. Climate Change Adaptation and Program Development Coordinator will also coordinate and manage a Resilience working group with the mandate to collect best practices and leverage ARC's experience in order to map out long term solutions.
- 3) To lead grant management systems and donor compliance providing efficient and effective management of the program's overall grant portfolio. The Climate Change Adaptation and Program Development Coordinator is member of the country program core Senior Management Team and responsible for ensuring quality grant management including burn rates, developing the grant management capacity of staff, ensuring compliance with donor and internal organization requirements, coordinating grant information management and ensuring timely, quality reporting

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## **PRIMARY DUTIES/RESPONSIBILITIES**

### **Proposal Development (Design and Writing) – 30%**

- Track and relay funding opportunities to relevant staff in a timely manner.
- In coordination with the Country Director, Senior Program Coordinator and Program Coordinators, lead the proposal development process.
- Disseminate donor and ARC standards to relevant personnel at the beginning of the process.
- Ensure that information is provided in a timely fashion and relevant staff is involved in the proposal development process.
- Review grant budgets and analyze coverage of overhead and other shared program cost.
- Lead the process of proposal writing and development for all grants.
- Prepare and submit project progress reports for all grants.
- Verify completeness of proposals and adherence to donor and ARC standards.
- Work with the appropriate HQ Program Development Advisors and Technical leads on proposals.

### **Staff Capacity Building – 15%**

- Ensure budget holders, finance, and field staff have the knowledge and tools to comply with donor requirements and ARC grant management guidelines.
- Conduct regular visits to field offices and project sites to monitor performance and identify needs for ongoing capacity building in grant management.
- Conduct internal audits of grants processes and protocols to advise budget holders on compliance levels in the field bases.
- Develop and roll out donor compliance checklists as needed.

### **Grant Management Systems and Donor Compliance – 35%**

- Ensure full compliance with ARCs minimum operating standards for grant management and work with implementing partners.
- Organize and lead grant opening, mid-term review and closure meetings.
- Monitor and enable budget holders' utilization of ARC processes and tools to ensure achievement of targeted burn rates for all grants.
- Compile and analyze grant portfolio data using such approaches and tools as: detailed implementation plans; spending projections; burn rates; cost coverage; donor mapping; fund tracking, etc.
- Coordinate grant management processes and requirements between staff in field offices, Nairobi and headquarters.
- With the support of the Country Director and Finance Controller, maintain a culture of accountability among budget holders.
- Provide technical support to assess donor eligibility/allowability of planned expenditures and identify related compliance requirements.
- Maintain and manage the grant filing system to ensure that it provides easy and immediate access to information.
- Maintain a grant management database.
- Maintain a reporting tracking system to ensure that responsible staff are aware of upcoming deadlines.

### **Climate Change Adaptation – 20%**

- Lead Climate Change Adaption programming and ensure mainstreaming of Climate Change Adaption in proposal development
  - Strengthen ARC's internal institutional capacity and knowledge sharing within the environment and climate change thematic area
  - Coordinate and Manage the Resilience Working Group
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## **EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED**

- Must have experience in a similar position: grant management, project design, proposal development (program narratives and budgets) in complex emergency or post-conflict settings, preferably with NGOs.
- Excellent organizational skills, ability to determine priorities and attention to detail.
- Knowledge of institutional donors (United Nations, USAID/OFDA, BPRM, DFID, etc.) regulations, procedures and requirements a plus.
- Demonstrated success in establishing partnership management and monitoring protocols with local NGO partners.
- Ability to present, discuss and supervise compliance with grants monitoring protocols with team members of varying levels.
- Knowledge of Climate Change Adaption policies and practices;
- Understanding of traditional adaption and mitigation strategies of communities in Somalia;
- Practical experience in creating opportunities for growth and economic recovery for women in developing countries.
- High-level computer literacy; Microsoft Word, Excel and Outlook required. Access or other database software an advantage.
- Must be fluent in English

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## **KEY BEHAVIORS & ABILITIES**

- Proven ability to coordinate, manage and delegate work appropriately.
- Ability to work under stress and with tight deadlines.
- Ability to work in a multicultural context as a respectful team player.
- Willingness to travel to the field on an ad hoc basis.

Application letter and copies of academic qualifications should be sent to: [SMJobs@arcrelief.org](mailto:SMJobs@arcrelief.org) not later than June 22<sup>nd</sup>, 2018.

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