



Deputy Country Director Program (ROASTER)

The type of contract will depend on the country and the profile

Deadline of application: **Open**

Start date of the contract: **To be defined**

Background

CARE France is amongst the largest international humanitarian and development organization networks. As a secular and apolitical non-government organization, CARE France supports and manages humanitarian and development projects in several countries, working with communities, refugees, local civil society and national and local governments. Our objective is to lift vulnerable communities out of extreme poverty. Our approach is both global and local and we are implementing programs which include access to quality education, food security, access to drinking water, health services, income-generating activities and protection. CARE France is committed to supporting women's empowerment and ensure communities are able to claim their rights. Women are at the center of all our interventions. CARE is present in 94 countries. CARE France is member of the CARE network. Since 2016, CARE France is working in 32 countries and has the management responsibility of CARE programs and operations in Lebanon, Morocco, Cameroon, and Madagascar with a headquarters in Paris.

To find out more about CARE: www.carefrance.org

Care International is currently recruiting a **Deputy Country Director Program** to lead and manage the projects in one of our Country Offices.

Detailed description of mission

Purpose / Role

The DCD Program is responsible for the quality and effectiveness of CARE's response within his/her designated area of responsibility. He/she is responsible and accountable for developing, coordinating and managing all the activities. He/she works closely with the DCD Support and the Country Director

Responsibilities and Tasks

1. Assessment, Program Design and Planning

- In association with the Country Director, ensure emergency needs assessments are executed and from them an integrated response, implementation and exit strategies are developed.
- Ensure that CARE International Members (through the Country Director) are provided with regular sitreps and are aware of humanitarian developments and CARE's response to them.
- Coordinate the development of all project implementation plans and budgets within the framework of the agreed response programme and strategy.
- Assist and advise the Country Director with securing donor funding for projects.
- Oversee project design and proposal preparations for institutional and public funding.

2. Project Management and Implementation

- Maintain ongoing surveillance of the developing humanitarian situation in collaboration with the project Manager and the field coordinators and adjust activities accordingly.
- Ensure adequate monitoring, reporting and acquittal of response activities in accordance with CARE International's humanitarian accountability framework, relevant SPHERE standards, and essential environmental mitigation measures.
- Ensure that different sectoral activities are implemented in a coordinated and integrated manner.
- Ensure all personnel understand and carry out their duties in accordance with humanitarian principles, core values, the Code of Conduct and SPHERE.

3. General Management and Leadership

- Ensure all staff is fully briefed on all aspects of security, social and cultural norms and local conditions and behaviour.
- Establish and maintain constructive working relationships with other NGO's, UN agencies, host government, bilateral and multilateral donors, and other principle stakeholders including the military where present and if necessary.
- Recommend in collaboration with the DCD Support changes to the team composition and functioning with Country Office and partners to maximise programme quality and effectiveness.
- Create the conditions to ensure effective teamwork and morale. Ensure staff well being is addressed.
- Conduct performance appraisals of staff if and as required, ensure regular feedback and mentoring on individual performance.
- Ensure the Country Director, Line Management, and CARE Members are kept informed about assessment progress, response implementation and strategies, project plans, progress reports, and other significant developments.
- Promote a productive work environment respectful of the Code of Conduct with zero tolerance for verbal and physical abuse or discrimination against other persons on the grounds of race, colour, sex or creed.

4. Human Resources

- Monitor ongoing human resources issues and make recommendations and adjustments accordingly.
- In liaison with the HR staff make sure staff have suitable rest, relaxation and that well being is addressed

5. Public Relations/Media

- Support the Country Director and CI Media Officer to ensure positive coverage and the timely provision of situation reports and fundraising material to National Member Headquarters and the CARE International Secretariat.
- Ensure all information, publicity and fundraising material recognises and respects the dignity of disaster victims.

6. Safety and Security

- Ensure all personnel understand individual and collective responsibilities for safety and security.
- Liaise with the Security Officer to ensure compliance with CARE International Security Guidelines and their effective application in the local context.
- Monitor the operational environment with respect to increased level of threat and advise the Country Office, CARE International and the CARE International Security Officer.
- Keep the Secretariat and other interested CARE members advised of changes and threats to the security of CARE staff, assets and operations.

7. Financial Management and Planning

- Ensure with the Finance Manager the establishment and maintenance of CARE International financial management and accounting systems for all assessment and response activities and assets.

8. Telecommunications

- Ensure with the Logistics Officer that secure and reliable communications/ information management facilities are established and maintained.
- Ensure staff is familiar with usage, procedures and relevant communications protocols.

Key Internal Contacts

Country Director, DCD Support

Key External Contacts

Other NGO's, UN agencies, host government, bilateral and multilateral donors, and other principle stakeholders including the military where present

Reporting Lines

The DCD Program reports to the Country Director.

Selection Criteria

Core Competencies

- **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- **Communication Skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
- **Integrity:** Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- 3 – 5 years humanitarian aid experience.
- Multiple language skills desirable.

Technical Competencies required for this position are

- Minimum of 5 years humanitarian aid experience in complex context.
- High level of all aspects of managerial experience, including managing multi-million dollar budgets.
- Experience in complex decision making and leading a multi-disciplinary, multi national team under difficult circumstances.
- The highest level of expertise in representation and negotiation with governments and donors.
- Strong understanding of the humanitarian operating context, including Sphere, the humanitarian system, donors, security, civil military liaison and program management.

HOW TO APPLY

Please send your resume and cover letter in English and French to dnpsscruitment@carefrance.org with the reference DCD Program in the object of your email.

Deadline for submission: Open

CARE encourages diversity in its recruitments.

Due to the large number of applications, we are unable to answer every candidate individually. Only the selected candidates will be contacted directly. If you did not receive answer from us 4 weeks following your application, please consider your application as not selected.

We would also like to inform you that: in view **of the regulation about data protection**, in the event of an unsuccessful application, we will not keep your application file or any personal information about you.

Everything will be destroyed.

CARE France applies zero tolerance to the exploitation, sexual abuse and mistreatment of women and children and mobilizes all its employees in the implementation of its global policy.