



JOB OFFER
HUMANITARIAN PROGRAM COORDINATOR

CARE DRC

Fixed Term

Full Time

Deadline of candidacy: **31/10/2019**

Background

The purpose of the Humanitarian Program Coordinator position is to provide effective leadership and strategic oversight for the humanitarian program in DRC. This includes: lead the development of an Humanitarian Strategy aligned with the CARE DRC Country Strategy that focus on gender justice and fight against GBV; preparedness and monitoring of the humanitarian situation; lead the design of new humanitarian proposal; lead the Program managers to ensure a quality and timely implementation of projects; improve CARE DRC Humanitarian response through Innovation and Learning; represent the organization on humanitarian fora and humanitarian donors. The Humanitarian Program Coordinator is a key member of the Senior Management Team of CARE DRC and will provide leadership in the management of the Country Office as well as setting policy and direction for the future. S/he will report directly to the Country Director.

Responsibilities:

- Humanitarian strategy
- Preparedness and monitoring of the humanitarian situation
- Design of new humanitarian proposal
- Quality and timely implementation of projects
- Improve CARE DRC Humanitarian response through innovation and learning
- Represent the organization on humanitarian fora and humanitarian donors

Qualifications:

- Bachelor's Degree in related field (health, food security, social science)
- Minimum of 5 years of recent and progressively-challenging experience working in humanitarian response.
- Prior management of USAID, ECHO funded-programs required.
- Proven leadership skills. Demonstrated experience recruiting, developing, and managing staff.
- Demonstrated ability to build and maintain relationships with donors, stakeholders, local organizations, and partners.
- Experience managing programmatic and financial reporting requirements.
- Experience in similar conflict environment, previous DRC experience desired
- Experience in proposal development
- Fluency in French and English



- Demonstrated leadership and management skills in a complex international setting
- Extensive conceptual skills including development of program strategy
- Demonstrated experience in program design (including proposal development), implementation and evaluation
- Experience in emergency related activities
- Experience with performance management
- Experience with the management of a diverse workforce

To apply, please go to our website ...

<https://chp.tbe.taleo.net/chp02/ats/careers/v2/viewRequisition?org=CAREUSA&cws=52&rid=4817>

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.