



PDQA COORDINATOR - ROMANIA

SHORT TERM CONTRACT– WORKPLACE: BUCHAREST

Context

Founded in 1945, CARE is one of the world's largest non-political humanitarian networks. Our mission is to fight against extreme poverty. CARE implements emergency and development projects in mutually complementary areas: education, food security, health, drinking water, development of income-generating activities by involving communities and collaborating with local partners. CARE defends women's rights and supports their autonomy. In 2020, CARE France intervened in around thirty countries and is responsible for the management of the offices in Lebanon, Cameroon and Madagascar. The annual volume of resources is €38.4 million. The team present in Paris brings together around sixty people. To find out more about CARE: www.carefrance.org

Mission

CARE France has started the response to the Ukraine crisis in Romania and Moldova through local partners of SERA and FONGPC. The initial set up was a typical emergency set up with short term people coming in to set up a quick response. Three months into the response CFR is in the process of developing a longer term organisational set up allowing for a longer term response given the duration of the crisis.

The organisational chart of the programme is being finalised and now the partnership is moving into longer term organisational set up. This set up is following the partnership principles whereby SERA/FONPC will be responsible for the implementation and the partnership management and CARE will be responsible for support SERA/FONPC in the implementation, ensure quality donor reports are submitted and activities are in compliance with donor requirements and reflect reality on the ground.

This position depends on the Ukraine crisis Response Director of CARE France. He /she will manage Finance and Grants Manager, the MEAL Coordinator and the Report and Proposal Writer.

The PDQA Coordinator will ensure that the role of CARE France (quality assurance, high quality donor reporting, developing new proposals if required, provision of TA and capacity strengthening of partners) is fulfilled. This is to be done through close collaboration with the CARE/SERA team on the ground and different CARE France technical staffing people. Specific tasks therefore includes but are not limited to:

Responsibilities

1: Donor reporting (20% of time)

- Based on current donor contracts as stipulated in IPIAs ensure high quality reports are submitted in a timely manner by collecting information from the finance and grants manager and MEAL manager and ensure the reports are being drafted correctly. Review them and submit to donors, where necessary through CARE France
- Ensure answers to any donor reporting are adequate
- Review data to be collected with MEAL coordinator and finance and grants manager on a regular basis to be in tune with general donor requirements where possible.
- Ensure CARE France interests are being taken into consideration in the implementation of M&E activities
- Maintain good relation with donors where required on behalf of CARE France and SERA

2: Quality Assurance (25% of time)

- Ensure data collected from partners are verified and correct as much as possible.
- Ensure lessons learned are being extracted and where possible disseminated for communications and general learning
- Inform the Ukraine Crisis response Director in case of any problems in partner reporting or collection of data
- Provide recommendations on how to generally improve programme quality
- Feed lessons learned into programme management leading to stronger decisions making

3: Proposal Development (20% of time)

- Where necessary take the lead in new proposal development for donors following the different procedures in place
- Maintain contacts with the donor representatives in country in close collaboration with the Ukrain Crisis Director and the SERA Director

4: Capacity Building through provision of TA (15% of time)

- Identify priority gaps in partner capacity (sectoral, programmatic and institutional), take the lead in the development of capacity building plans for the partners and ensure that those plans are effectively implemented and resourced (liaising with logistics, HR, finance, technical Coordinators and program staff).
- Contribute to the development of capacity development strategies and approaches for partners.
- Develop simple self-assessment tools for some of the partners to help them monitor their own capacity.
- Design and deliver training workshops when applicable.
- Build the capacities of field and support teams on partnership management / communication.

5. HR management

- Build the capacities of field and support teams on partnership management / communication.
- Ensure effective team spirit is being developed and smooth operations of activities

Other tasks:

- Since the response programme is still being build other tasks and functions may come on line during implementation
- Other responsibilities & duties as required by the Line Manager.

Profile of candidate

Experience and Education (training) :

- At least 3-5 years of relevant experience specially in NGO, academic organizations, standard-setting bodies, public agencies focused on development and humanitarian programming.
- Master degree in Business management, or public policy or social sciences or any other relevant field or relevant bachelor degree with at least 2 additional years of experience in relevant field.

Main skills for the position :

Technical skills :

- Preferably experience in both, emergency and development contexts, preferably with INGOs
- experience in partnership-based programming
- experience in developing strong proposals and reporting to donors
- knowledge of Project Cycle Management and remote management/monitoring practices
- Extensive experience interacting with relating to professionals and international stakeholders at senior level
- Proficiency in Microsoft office
- Excellent level of English

Soft skills :

- Team player with strong interpersonal skills, with the ability to build strong internal and external relationships and networks.
- Motivated self-starter who enjoys working in a collaborative and international environment.
- Being able to deal with ambiguity

Conditions and how to apply

Contract : 6 months contract renewable

Starting date : ASAP

Salary : according profile + Lunch vouchers, transportation and health insurance paid 100% by employer.

Work place : Bucharest

How to apply ?

Please send your CV – motivation letter in English: recrutementukraine@carefrance.org

Reference : **PDQA Coordinator**

Limited date to candidate :**01/07/2022**

In view of the urgency, we reserve the right to close the offer before the end of the application deadline.

CARE encourages diversity in its recruitments. With equal skills, CARE considers applications from women and men equally.

Due to the large number of applications, we are unable to respond individually to each applicant. Only those selected will be contacted directly. If you have not received a response from us within 4 weeks of sending your application, please consider your application as unsuccessful.

We would also like to point out that: given the GDPR (General Data Protection Regulation), in the event of an unsuccessful application, we will not keep your application file or any personal information about you. All records 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.

CARE France will contact the previous employers of the selected candidates to determine if they have been found guilty of breaches of codes of conduct relating to harassment, sexual exploitation or abuse or fraud, or if an investigation was ongoing. at the time of the termination of the previous employment contract, on facts of this type. The transmission of an application for this position entails the acceptance of this system for collecting information from previous employers.