
Catholic Relief Services recruit: Head of programming

Job Title: Head of Programming, Guinea
Job Type: Regular, Full Time
Reports To: Country Representative, Guinea
Department: WARO - Guinea
Grade: 11

*** Position open locally**

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

CRS has been operating in Guinea since 2000 supporting relief and development operations in the country. Over the past years, CRS has focused on health, governance, education, and institutional capacity building for the local Caritas (Organization pour la promotion human – OCPH) and other local organizations. CRS has also developed strong relationships with government line ministries, partners, and communities we serve in the country, implementing a multi-sectoral program portfolio. Since 2013, CRS has served as Principal Recipient for the Global Fund grants for malaria and health system strengthening in Guinea. Additionally, CRS also has an important support role on the NFM3 HIV grant. CRS is also managing a complementary small KOICA grant aimed at evaluating the contribution of the 5th round of chemoprevention of seasonal malaria in Dabola region. Other areas of interventions include WASH, health emergency response like COVID-19, promotion of Saving and internal lending communities (SILC) and youth in agriculture.

CRS Guinea seeks to hire an experienced Head of Programs (HoP) to ensure the leadership and management of program department, to support the growth of the CP and the capacity building of partners.

Job Summary:

As a member of the Country Program (CP) Senior Management Team, you will provide strategic direction, leadership, and management of the CP's programming to ensure the establishment and successful implementation of high-quality programs serving the poor and vulnerable. Your leadership, management and knowledge will ensure that the CP delivers high-quality programming and continuously works towards improving the impact of its programming. As part of the Senior Management Team, you will proactively manage security and mitigate security risks.

Roles and Key Responsibilities:

- In collaboration with the Country Representative (CR) provide strategic direction for the design of the CP strategic frameworks and plans, including the development of resource mobilization

strategies to optimize the impact of programming interventions in line with regional and agency strategic priorities.

- Manage donor relations, seeking out new funding opportunities as well as avenues to diversify donor portfolio in-country; with support from the region, oversee the business development cycle to ensure quality proposals per agency and donor standards.
- Effectively manage talent and supervise staff. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, and complete performance assessment for direct reports. Contribute to developing staffing plans for projects and to the recruitment process of senior project staff.
- Lead high-quality project design incorporating project management standards and MEAL methods, appropriate to scope, context, and technical requirements of projects. Coordinate planning of activities across various projects from different sectors to ensure integration of program interventions and efficiency in implementation.
- Create and maintain proper conditions for learning. Establish a safe environment for sharing of ideas, solutions, and difficulties and the capacity to detect, analyze and respond quickly to deficiencies. Promote accountability, learning and knowledge management overseeing implementation of the MEAL policy, as well as cross-sectoral and cross-department learning.
- Coordinate with CP operations leads to ensure appropriate project budgeting and efficient use and stewardship of project material sources.
- Oversee the identification, assessment and strengthening of appropriate partnerships and the appropriate application of partnership concepts, tools and approaches.
- Ensure technical assistance and capacity strengthening for project teams and partners in project management standards and related MEAL, business development and operational activities. Identify training opportunities, develop training curriculums and deliver trainings.

Qualifications

Basic Qualifications:

- Master's degree in international development, International Relations, or relevant field.
- Minimum of five years of relevant field-based program management, at least three years of middle/senior management experience.
- Experience in the development of successful proposals, reports, strategic alliances, project design, project management, and monitoring and evaluation.
- Experience in partner capacity strengthening, staff development, training, and mentoring, as well as in team building and strategic planning initiatives. Experience working with Church partners a plus.
- Experience in community development, community mobilization, or similar grassroots, self-help initiatives.
- Experience in project grants management, including project design, budget preparation, expenditure tracking, monitoring and evaluation, reporting, etc., preferably for projects funded by multiple public donors, including USAID and the Global Fund.
- Experience with successful business development activities capturing public and/or private donor funding.

Preferred Qualifications:

- Excellent English writing skills.
- Staff management experience and abilities that are conducive to a learning environment.

- Experience and abilities in capacity strengthening - developing curricula and facilitating trainings.
- Experience using MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information and budget management systems, and knowledge sharing networks.

Knowledge, Skills, and Abilities:

- Excellent strategic, analytical, systems thinking, and problem-solving skills, with capacity to see the big picture and ability to make sound judgment and decisions.
- Strong relations management abilities. Ability to relate to people at all levels internally and externally. Strategic in how you approach each relationship.
- Team leadership abilities
- Presentation and facilitation skills
- Proactive, resourceful, solutions oriented and result-oriented.

Required Languages – French and English (required)

Travel - Must be willing and able to travel up to 30%.

Supervisory Responsibilities: Program Managers (5)

Key Working Relationships:

Internal: CR, Head of Operations, Regional Deputy Director – Program Quality, relevant regional and global Technical Advisors

External: Caritas INGO/NGO networks, Donors

Agency REDI Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Personal Accountability
- Acts with Integrity
- Collaborates with Others
- Builds and Maintains Trust
- Open to Learn
- Strategic Mindset
- Develops and Recognizes Others
- Leads Change

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS talent acquisition procedures reflect our commitment to safeguarding the rights and dignity of all people - especially children and vulnerable adults - to live free from abuse and harm.

CRS is an Equal Opportunity Employer

CRS encourages female candidates. CRS has a nursery and offers better working conditions for breastfeeding women in the office and during travel/field visits.

By applying for this job, I understand and acknowledge that CRS requires its staff to treat all persons with dignity and respect and to actively prevent harassment, abuse, exploitation, and trafficking. I further understand that if I am a successful applicant, I will be subject to an extensive background check and that my personal/professional references will be used to assess my behaviors related to the above protection topics.

The deadline for submission is June 09, 2023, interested candidates may apply via the following link: <https://launchpadrecruitsapp.com/apply/12bad1a20bad01b29da39d1d>