**Head of Programmes Iraq**

Arbeitsort  
Sulaymaniah  
Stellenbeschreibung

arche noVa - Initiative for People in Need is an independent, non-religious, non-profit and non-governmental organisation (NGO) from Germany working in the fields of humanitarian aid, rehabilitation and development. The primary focus of our activities lies in Water, Sanitation and Hygiene (WASH).  
The organisation is based in Dresden, Germany, and is a member of Aktion Deutschland Hilft (ADH), the alliance of German aid organizations  
In Iraq, arche noVa has been active since September 2013 in northern Iraq / Kurdistan implementing projects, both in and out of camps, in the Diyala and Kirkuk Governorates. In country, our main sector of operation is WASH, with a strong focus on hygiene awareness and rehabilitation. We are currently expanding that to a community focused holistic approach including agriculture and livelihoods. For the implementation and coordination of arche noVa’ country program we are looking for a

**Head of Programmes Iraq**

The responsibilities of the Head of Programmes include project management, financial management, operational support, communication and representation of arche noVa to the local authorities and the other local stakeholders. The Head of Programmes Iraq is based in Erbil / Sulaymaniah with frequent travel to the field offices in Diyala and Kirkuk and their respective project sites. The position reports to the Head of Mission and oversees the programmes team at the coordination office, as well as two Area Managers and their programmes and technical teams in the field offices.

Position to be filled: 1st of July 2020 (depending on donor response and as soon as COVID-19 restrictions allow travel).

Einsatzzeitraum  
1st of July 2020  
Aufgaben

The Head of Programmes will be  
- Responsible for planning, implementation, management, monitoring and
evaluation of project activities;
• Support the MEAL team in developing mission monitoring and evaluation structures and processes in coordination with the MEAL coordinator;
• Provide accurate and timely project-related reports according to donor requirements;
• Ensure that regular needs assessments are organized and conducted;
• Prepare future proposals as well as seek new funding opportunities;
• Ensure Budget Control in cooperation with the Head of Operations and Finance Coordinator;
• Responsible for optimal use of logistical, financial and human resources to ensure the most efficient and effective project implementation;
• Provide the PR department at HQ with relevant material for the visibility of the project and further fundraising;
• Coordinate and link with partners, donors, stakeholders; proactively seeking potential collaborations and funding opportunities;
• Provide Human Resource Management / team leading / on-the-job coaching for the programmes’ team members;
• Participate in organizational development as well as contribute to the archenoVa Iraq country strategy as part of the country’s Senior Management Team.

Voraussetzungen
• A relevant College or University degree and / or a relevant special vocational training showing a strong thematic background in WASH, agriculture & livelihoods;
• Minimum of 7 - 9 years demonstrated experience in international emergency response, transitional and development project management, with more than 4 years in a leading position;
• Demonstrated experience and ability to effectively lead and develop an intercultural team, including remote management;
• Demonstrated experience in complex programme management in WASH, livelihoods, agriculture, Cash for Work, community engagement and resource mobilization in changing environments;
• Demonstrated experience in the conducting needs assessments, in monitoring & evaluation of projects, in writing project proposals and reports including budgets;
• Knowledge of Donors (like BMZ, UN OCHA Pooled Based Fund, ECHO);
• Fluency in English (written and oral);
• Strong sense of accountability and cultural sensitivity;
• Willingness to travel to high security locations;
• Flexibility, ability to work under stress and capacity to meet tight deadlines;

Desirable:
• Language knowledge in German, Arabic and/or Kurdish;
• Awareness of the Iraqi humanitarian, development, security and political context;
• Working experience in the MENA region;
• Experience in implementing Complaint & Feedback Mechanisms;
• Knowledge on cross-cutting issues (such as gender, inclusion and climate change) and best practices of the above mentioned sectors;

Wir bieten

Duration: Until 30th of June 2021, with the possibility of extension

• A competitive salary according to an internal salary scale;
• International health and hazard insurance;
• Accommodation in the arche noVa guesthouse;
• Quarterly R&R allowance;
• One return flight per full year worked
• Onboarding visit at HQ in Dresden, Germany (when travel permits)
• 2.5 days leave per month (30 days per year)

Bewerbungsschluss
Sonntag, 31. Mai 2020

Kontakt

Please send your CV and Cover Letter with the Subject “HoP Iraq” as one pdf document to Ms Pretsch: bewerbung [at] arche-nova.org

Please answer the following questions:
• What are your salary expectations?
• Why you want to work in Iraq?
• Why would you be suitable for this position?

Incomplete applications will not be considered in the selection process.

Further information: www.arche-nova.org

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Wir freuen uns auf Ihre Bewerbung.
Als PDF drucken
Zurück zur Übersicht