**Program Coordinator-Ukraine**

INTERSOS is an independent humanitarian organization that assists the victims of natural disasters, armed conflicts and exclusion. Its activities are based on the principles of solidarity, justice, human dignity, equality of rights and opportunities, respect for diversity and coexistence, paying special attention to the most vulnerable people.

**Terms of reference**

**Job Title: Program Coordinator**

**Code: SR-60-9328**

**Duty station: Dnipro with frequent flies to Odessa and project location areas.**

**Starting date: 01/07/2024**

**Contract duration: 8 months**

**Reporting to: Head of Mission**

**Supervision of: 5 - PM and Grant**

**Functional Supervisor: Deputy Regional Director - RoE**

**Type of Duty Station: Non-family duty station**

**General context of the project**

The proposed multisectoral project responds to the basic emergency needs of the populations most affected by the conflict in Ukraine, in the rural areas close to the frontline of Kharkivska, Khersonska, Odeska and in the areas along the front line. The ATS and its Partners propose a multi-sectoral and multi-modular approach, with activities aimed at providing inclusive protection services in rural areas of Khersonska, and through supporting education in difficult-to-access areas of Kharkivska. The project includes furthermore the activation of a flexible rapid response mechanism, as well as Mine Action activities in the areas recently made accessible and where local Partners will be active on the front line. The intervention will reach a total of 24,541 beneficiaries.

**General purpose of the position**

Support the Head of Mission in the **development, definition and management of the mission program** in accordance with INTERSOS strategies, plans and policies.

Lead the development of new concept notes and project proposals in collaboration with the Deputy Regional Director and Senior Management Team.

Supervise, coordinate and provide quality support to Project Managers/Program Managers in order to develop and implement the program in the mission.

**Main responsibilities and tasks**

**Strategy and representation**

* Support the Head of Mission and SMT in the development, implementation and evaluation of the mission strategy, program and quality of projects in line with INTERSOS country strategy, policies and guidelines. Provide updated information, inputs and recommendation for new and ongoing interventions in the country
* In coordination with the technical referents and Deputy Regional Director lead the design and development of potential new funding opportunities and the new project concept notes/proposals drafting the narrative and contributing to the budget preparation.
* Conduct regular context analysis (country’s socio-economic situation, donors trends, needs and gaps) in order to identify funding opportunities. Is accountable for properly studying data collected from the field and detect population’s needs, study the context, translate the strategic macro-objectives into concrete actions and analyze the consequences of an intervention of INTERSOS, evaluating risks and constraints and setting priorities.
* In coordination with the Head of Mission, establish and maintain collaborative relations with relevant donors, project stakeholders, local partners and other organisations working in the area. Develop strategic partnerships with local organizations and stakeholders when possible.
* In collaboration with the Head of Mission and technical referents, proactively participate and represent INTERSOS in meetings with relevant donors and stakeholders.
* Support the SMT in maintaining productive working relationships within different coordination fora (clusters, working groups, etc.) at national level.

**Implementation, reporting and quality control**

* Supervise and keep updated workplans and related financial plans of projects with the contribution of Program Managers and relevant team members. Prepare quality narrative reports reflecting the progress and status of projects in a transparent, timely and professional manner.
* In coordination with all other departments ensure the smooth running of operations and support the implementation of the program.
* Provide guidance and support the Project Managers/Program Managers in project management and project cycle, work planning, activities, budget management and all operational and management aspects. Support in planning and monitoring the implementation of activities, budget follow up and achievement of results.
* Monitor the level of progress achieved by each project. Supervise, plan, monitor, evaluate and ensure the quality of work and the achievement of high standards in terms of design, implementation and evaluation.
* Lead the kick-off planning and final review meetings for each project.
* Guarantee the application of INTERSOS procedures and compliance to donor policies, procedures and procurement for reporting and implementation, in collaboration with the Head of Mission and Deputy Regional Director.
* Contribute to address in a timely manner all comments by donors on proposals in liaison with relevant staffs and HQ.
* Collaborate with Finance, Logistics, MEAL, SMT and Security departments in the development of new proposals.
* Ensure that contractual obligations and reporting deadlines are known and met by all departments.
* Inform relevant staffs on issues identified and seek HQ advices on potential solutions that would meet donors’ compliances.
* With the support of the Country Finance Coordinator supervise the management of budgets in line with donors and INTERSOS guidelines, supporting budget and program revisions when needed.
* Organise regular program meetings.
* Follow up expenditures through monthly program review meetings and financial expenditure reports prepared by the finance department.
* Support the Head of Mission and MEAL department in the set up and implementation of the projects’ MEAL plans and activities.
* Provide supervision and feedback on the monthly Project Appraisal Tool (PAT).
* Guarantee regular update of IMP projects sections.
* Ensure high-quality donors’ reporting
* Guarantee the timely submission to HQ and donors.

**HR management**

* Is responsible for leading, supporting and supervising the Program Managers/Project Managers strengthening their capacities and ensuring a regular evaluation through the Internal Review Process (IRP) tools. Provide coaching, identify training needs and evaluate the staffs under his hierarchical supervision.
* In collaboration with the HR department and Head of Mission support the recruitment of new staffs.
* In collaboration with the HR department ensure that Program Managers/Project Managers respect INTERSOS rules and regulations and adhere to INTERSOS Fundamental Charter Values and Code of Ethics.

**Required profile and experience**

**Education**

BA in International Affairs, Development, International Political Economy or other relevant field

**Professional Experience**

* Minimum five years of experience in humanitarian aid settings

**Professional Requirements**

* Ability to manage huge team
* Strong knowledge of proposal development and financial management
* Experience working with major grants and international donors
* Desirable experience in managing integrated projects
* Essential computer literacy (word, excel and internet)

**Languages**

* English

**Personal Requirements**

* Good organizational and planning skills
* Leadership, team management and cooperation
* Behavioral flexibility
* Negotiation skills and decision-making skills
* Diplomatic, interpersonal and good communication skills
* Ability to take initiative and work independently
* Understanding of humanitarian operations principles, standards and best practices
* Commitment to INTERSOS principles

**HOW TO APPLY:**

Interested candidates are invited to **apply** following the **link** below: <https://www.intersos.org/en/field-eng/#intersosorg-vacancies/vacancy-details/65f95848f2bb360026bf1a10/>

Please note that our application process is made of **3 quick steps**: **register** (including your name, email, password and citizenship), **sign-up** and **apply** by attaching your **CV** in **PDF format**. Through the platform, candidates will be able to track their applications’ history with INTERSOS.

Please also mention the name, position and contact details of **at least three references: two line managers and one HR** **referent**. Family members are to be excluded.

**Only short-listed candidates will be contacted for the first interview.**