Job Description

Job Title: Duty of Care Program Manager
Band / Level / Grade: 5B
Department: HR – Global Compensation & Benefits
Location: New York HQ
Overtime Eligible: N/A

Application Link: https://chm.tbe.taleo.net/chm03/ats/careers/requisition.jsp?org=IRC&cws=1&rid=15684

Background/IRC Summary:

The International Rescue Committee helps people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. Founded in 1933 at the request of Albert Einstein, the IRC works with people forced to flee from war, conflict and disaster and the host communities that support them, as well as with those who remain within their homes and communities. At work today in over 40 countries and 29 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure.

IRC understands that duty of care to all IRC workers means an institutional responsibility to all workers, regardless of position or location, to ensure safe and secure working conditions and a work environment that promotes staff wellbeing, increases individual resilience while delivering humanitarian services, and supports a healthy and productive workforce. Duty of care also means the IRC maintains formal policies describing how it accommodates special health characteristics and provides support to workers following any and all critical incidents affecting IRC operations. Finally, in recognition of the vast cultural diversity and differences in work environments which characterize its operations, the IRC commits to promulgating minimum and consistent standards in duty of care provisions across the organization while simultaneously developing localized frameworks to support healthy and effective workers in the field.

Job Overview/Summary:

This role is responsible for project management of the Duty of Care Framework implementation along with its different initiatives. This is a challenging position which requires strong organization skills, excellent interpersonal skills, and the ability to work well in a distributed, multicultural environment.

The role reports initially to the Chief Human Resources Officer and will work closely with different stakeholders within the Human Resources Department, International Programs Department, US Programs along with other key areas.

Major Responsibilities:

- Subject matter expert and project lead on the different key initiatives within the Duty of Care framework at the IRC: Staff wellness, safety and security, trauma mitigation, peer resilience support and incident protocol
- Complete project planning and scheduling for the initiatives, from the high-level planning phase to detailed short-term activity scheduling.
- Provide timely input and progress reporting processes.
- Drive project progress and coordinate the activities of cross-functional team members, including task and action tracking.
- Proactively manage project risks, dependencies, issues, gaps and resource conflicts.
- Engage and facilitate meetings with stakeholders across globally distributed business units, and coordinate stakeholder communications.
- Ensure that project communications are timely, relevant and accurate, including regular status updates.
- Provide input to budget management processes so that expenditure can be tracked and accurate projections can be maintained.
- Support the project teams in their use of tools for documents management, collaboration and task management.

Job Requirements:

Minimum Requirements
• Bachelor’s degree or equivalent with at least 6 years of progressive experience as a project coordinator or project manager in Duty of Care related initiatives in the INGO community
• In depth Knowledge of Duty of Care initiatives, covering form staff wellness, safety and security, trauma mitigation, peer resilience support and incident protocol within the INGO community
• Experience in project managing large-scale, cross-functional projects
• Experience in facilitating governance processes
• Excellent writing, presentation and meeting facilitation skills
• Skills in managing and reporting budgets
• Experience in using project management methodologies, templates, tools and processes
• High level of proficiency with MS Office, documents management solutions and project management tools

Preferred Additional Requirements
• Experience in working with a Project Management Office, or equivalent structure
• Understanding of the challenges related to implementing organizational change in the sector
• Experience with Box document management and WebEx
• Knowledge of French or Arabic
• Project Management certification

Working Environment:
• Standard office work environment
• Some international travel as needed

The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

IRC et les employés de IRC doivent adhérer aux valeurs et principes contenus dans le IRC WAY (normes de conduite professionnelle). Ce sont l’Intégrité, le Service, et la Responsabilité. En conformité avec ces valeurs, IRC opère et fait respecter les politiques sur la protection des bénéficiaires contre l’exploitation et les abus, la protection de l’enfant, le harcèlement sur les lieux de travail, l’intégrité financière, et les représailles.