



Lutheran World Relief

COUNTRY PROGRAM MANAGER-IRAQ

LOCATION: Erbil, Iraq
EMPLOYMENT TYPE: Full Time
SUPERVISOR TITLE: Senior Regional Director, Asia & Middle East Region

DESCRIPTION

The Country Program Manager's core functions are to establish LWR's presence in Erbil by identifying partners, researching and assessing program gaps and needs, preparing project concept papers and proposals, assisting in project implementation, representing LWR on behalf of the Senior Regional Director and Country Director in Syria, and maintaining excellent relationship with key stakeholders. In addition, the Country Program Manager will be responsible for supervising and monitoring the program activities including grants management, documentation of lessons learned and preparing the projects reports. The Country Program Manager will assist the Country Director in Syria and provide logistics and programmatic support to the Syria program. He/she will coordinate with peer international NGOs, donors, Govt. authorities and partners in a manner that aligns with LWR's vision, values, and strategy.

DUTIES

New Business Development

1. Work closely with LWR HQ in developing proposals for programs that will successfully transition relief programs to early recovery and then to more long-term development programs.
2. Pursue new funding sources to sustain and scale up the country program activities, remaining aware of donor priorities and funding intentions.
3. Identify critical program gaps and needs by conducting assessments, which will contribute to well-grounded project design and proposal development.
4. Support and/or lead the development of proposals to donors in coordination with the Regional Team and NBD unit.

Representation and Coordination



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1. Identify and develop relationships with people, organizations and institutions that can enrich country programs and help achieve LWR's strategy.
2. Enhance LWR's visibility in the country by participating in relevant networks, forums and other coordination and learning spaces.
3. Attend coordination meetings to share information and learn from other peer agencies.
4. Keep abreast of, and report on, social, political, environmental, and economic trends in Iraq.
5. Work closely with the local ACT Forum, of which LWR is an active member and ensure LWR has a consistent and effective representation in order to benefit from the complementarities that the forum and its fellow ACT Alliance members may offer.
6. While physically based in Erbil, the Country Program Manager will remain in close contact with relevant forums, coordination platforms, such as INSO, NCCI, UN-OCHA, and the Govt of Iraq authorities in Baghdad to ensure LWR is represented and to remain abreast of any future registration requirements should LWR decide or is required to get registered in Baghdad.

Program Management

1. Provide technical assistance and project oversight to program and implementing partner staff in designing and implementing humanitarian assistance and long-term program activities.
2. Identify strong partners that LWR can work with, and build and maintain solid relationships with them. Promote partner organizational capacity development as a part of the accompaniment process.
3. Monitor, evaluate, and distill lessons learned from program implementation
4. Ensure high program quality for all projects implemented by LWR and its partners.
5. Work in close coordination with the HQ Team to ensure timely response to disasters and complex emergencies in Iraq.

Financial / Office Management & Compliance:

1. Work closely with Country Finance and Administration Manager based in Lebanon in monitoring of the country budget and cash flow for the office; ensure that generally accepted accounting principles are adhered to in areas including: (a) proper documentation, (b) physical security, and (c) reporting.
2. Ensure compliance with LWR policies and procedures. Assist in the development and/or updating of country specific policies for personnel, finance, administration and security and assure compliance with local law. Ensure LWR is in compliance with donor regulations for all projects funded by restricted grants.
3. Ensure that LWR Iraq is in full compliance with the national laws of Iraq including regulation related to registration, taxation, payroll/human resources, and reporting.

Safety and Security Management

1. The Country Program Manager will ensure compliance with the safety and security standards for LWR operation, and assets and country-specific response to security threats and incidents.
2. Work with the Senior Director EOPs to develop LWR Iraq Country Safety and Security Plan and make sure it is regularly maintained.
3. Work closely with the local partners to ensure that staff deployed to the field for project implementation adhere to the cultural and ethnic sensitivities.
4. Work closely with the Iraq NGSO Safety Office (INSO) to register LWR as an international NGO and to benefit from the services and updates that INSO offers to its members.



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5. Responsible for developing staff movement plans in line with applicable MOSS levels, especially for LWR visitors.
6. Monitor security level and report the situation to the LWR HQ as necessary and seek guidance. Ensure that any Incident Reports are completed and submitted in a timely manner (within 12 hours).
7. Ensure that country security guidelines, SOP's and policies are in place and they are strictly followed.

QUALIFICATIONS

1. Master level education in social sciences, Middle East studies, economics or relevant field of education.
2. At least five (5) years of progressively responsible professional experience in Middle East countries and with humanitarian assistance, livelihoods, gender, self-help groups and/or conflict resolution.
3. Proven experience working with international donors and NGOs.
4. Demonstrated experience in the design, management, implementation, monitoring, and evaluation of emergency response projects, humanitarian assistance and long-term recovery programs.
5. Demonstrated ability to manage programs and budgets.
6. Deep commitment to LWR's core values and ability to model those values in relationships with colleagues and partners.
7. Fluency in English and Arabic is required for this position.
8. Excellent interpersonal skills.

This is a national position seeking candidates from Iraq with an extensive knowledge and experience of current Iraqi humanitarian situation and programs.

TO APPLY: <http://lwr.iapplicants.com/ViewJob-756913.html>