



CARE Deutschland e.V. is currently recruiting a

Assistant Country Director Operations Iraq

Duty Station:	Dohuk, Iraq, with 20% travels to other locations inside Iraq
Starting Date:	As soon as possible
Length of Contract:	One year with possible extension
Reporting Lines/Line Management:	Country Director

The Assistant Country Director Operations (ACDO) provides strong leadership as a member of senior management, promotes good stewardship and provides direction to the Operations function, as well as enhancing cross functional communication thus ensuring that operations support effective programming. The ACDO will work closely with the Country Director and Assistant Country Director – Programmes (ACDP) in strategic planning to ensure that the support structure adequately supports the programme.

The Operations Department comprises Logistics, Administration, IT, Facilities Management and Fleet Management

Main Duties and Responsibilities:

- Provide support and leadership for CARE Iraq's internal support systems.
- Enhancing cross functional communication thus ensuring that systems support effective programme development and implementation.
- Manage Logistics, Administration (including facilities, vehicles and drivers) and IT to facilitate support for current and future programmes in line with CARE's policies and good practice.
- Actively participate in the Senior Management team, contributing to the ongoing development of the country programme here-under the country strategic plan.
- Along with other Senior Management, actively manage the Country's risk profile by ensuring that policies and procedures are in place, participating in the management of the country Risk Register and addressing internal audit and compliance issues
- Direct line management of the Logistic team, IT and Administration team, Facilities and Fleet Co - ordinator.
- Support the SMT with the mainstreaming of cross-cutting issues such as Gender, Child Protection and Environment, and actively promote a supportive working environment for staff.
- Set a strong example for adherence and improvement of CARE's accountability, safe guarding and protection initiatives, both internally and for the people reached by the programme.
- Carry out regular management visits and provide field visit reports to the SMT for all field locations.
- Represent CARE and the country programme where relevant to external stakeholders.
- Along with the ACDP deputise for the Country Director when required and undertake any additional duties as mutually agreed with the Country Director.

Logistics and Procurement:

- Direct management of the Logistics team and Procurement team
- Supervision of all logistical operations at the various field and support sites: including procurement, asset management, fixed asset register and fleet management.



- Ensure that Care procurement policies and procedures are kept up-to-date and compliant with donor regulations. Ensure changes are disseminated and all appropriate staff are trained.
- Participate in finalizing of Procurement Plans for all grants.
- Ensure the supply chain is appropriate and cost effective, based on budget, markets, infrastructure, nature of the Care programmes, and need for timely delivery.
- Improving cost-effectiveness by saving time or money through use of: framework contracts, improved coordination of programme activities, purchasing and transport.
- Ensure strong and timely coordination between the Logistic team in Dohuk and in the field sites.
- Ensure compliance of logistical operations with CARE's policies and Donor requirements.
- Ensure that the Facilities Coordinator manages timely negotiation of property contracts and ensure that property is well maintained and secure.
- Ensure that the CARE transport fleet serves the needs of the programme.

Administration and Facilities Management:

- Ensure efficient and effective administration systems in line with CARE's policies
- Oversee policies and procedures for procurement and management of rented properties, assets, inventories, equipment, furnishing, insurance etc.
- Review contracts and leases
- Oversee adequate legal registration and compliance with local legislation, the annual renewal of registrations, licenses and permits.
- Ensure that visitors and new staff are provided with welcome packs, schedules and in-country briefings including ensuring the quality of systems induction to new staff members.

IT:

- Ensure that the IT planning reflects programme priorities, and the development of an IT strategy to ensure that IT is sufficient for future programme requirements.
- Provide support and oversight for IT related issues including stable finance and network server and adherence to IT guidelines.
- Ensures efficient, cost effective communications and IT Systems are in place
- Ensure that regular back-ups and virus checks are carried out.

Assets:

- Oversee a centralized asset register is maintained.
- Ensure donor reports for assets are timely completed and submitted to the Country Director and/or Care Germany

Compliance:

- Ensure that all donors' requirements are appropriately implemented as stated in project agreement (IPIA)
- Endeavor to optimize the use of resources in CO in order to make operation cost effective
- Stay informed of and ensure adherence to the standard of CARE's procedures and policies in relation to Logistics, Procurement and Programmes as set out in the relevant manuals, policies and guidelines.
- Ensure adequate training, capacity building and support is provided to CARE staff to enhance their knowledge and understanding of CARE and Donor policies and procedures and ensure proper implementation and on-going use.



- With the CD and Risk Manager ensure that risk management processes are effectively embedded throughout the organisation.

Grant Management:

- Attendance and input at all Grant Management Meetings (GMM), with the Logistic, Procurement and Admin staff.
- Ensure that Logistics proposal check lists are completed by Programmes and Logistics and submitted for all new grants.
- Ensure that Procurement Plans are submitted by programmes, at proposal stage, at GMMs and are reviewed by the Logistics and Procurement team.

Qualifications and Experience

- Qualified professional (Masters degree in a relevant subject) with experience of operating in a global and complex organization
- Minimum of five years management experience in an INGO environment, including development and implementation of strategic and operational support services.
- Demonstrated experience with project management and compliance with various institutional donors
- Demonstrated leadership and interpersonal skills including the ability to supervise and motivate as well as to coach and develop qualified professional staff,
- Demonstrated ability to plan and organize a substantial workload that includes complex, diverse tasks and responsibilities in both development and emergency contexts
- Experience with using Peoplesoft desirable

Skills and Core Competencies

- Analytical, decision making and strategic planning skills and the ability to handle multiple priorities.
- Competent level skills in core IT applications, particularly MS Office
- Willingness and ability to handle peaks in workload and flexible working hours
- A commitment to the values and principles of CARE
- Experience with working in multi-cultural work environments
- Strong representation and negotiation skills
- Advanced oral and written communication skills
- Fluency in English required
- Arabic or Kurdish language skills an asset

Working Conditions:

The position is based within the Duhok office, in Iraq with a contract from CARE Deutschland e.V.. It is anticipated that the incumbent will spend up to 20% of his/her time travelling to other parts of Iraq. Shared accommodation will be provided in CARE's guest house in Dohuk.



Dohuk is based in the semi- autonomous region of the Kurdistan Region of Iraq, where safety and security as well as living conditions are generally quiet and pose little restrictions on movement and daily life for international staff members.

About CARE

CARE International (CARE) is a non-religious, non-political international development and humanitarian organization, dedicated to fighting global poverty. CARE works in around 95 countries globally, engaging diverse partnerships to support communities to overcome poverty through development projects and delivers humanitarian assistance. CARE programmes address social injustice whilst placing women and girls at the core of programming in order to create sustainable positive change in poor communities. CARE is an equal opportunity employer irrespective of nationality, religion, ethnicity, caste or gender.

CARE established its presence in Iraq in 2014 to provide relief and development assistance to vulnerable populations affected by conflict. Its programming currently spans three Governorates of Duhok, Ninewa and Anbar with plans to expand to other Governates of Iraq. The core sectors of CARE Iraq's work encompass WASH, Sexual Reproductive and Maternal Health services, Livelihoods and multipurpose cash assistance and interventions to assist vulnerable households to meet basic needs and to increase their social-economic resilience. The Country Office continues re-orienting its programming to strengthen mainstreaming of gender and protection (GBV, Child Safeguarding, Disability Inclusion, etc.) with a focus on the empowerment of women and girls in all diversities, recognizing the disproportionate effect disasters have upon their lives.

Accountability within CARE

A commitment to CARE values and CARE's integrity framework is critical to working with CARE. Any candidate offered a job with CARE will be expected to adhere to the following key areas of accountability:

- Comply with CARE's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a CARE staff or partner.

Safeguarding

Children and vulnerable adults who come into contact with CARE as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that CARE shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

How to Apply

Please send your complete application package (CV, motivation letter, references) **only in English** to Ms. Judith Berger at application@care.de, no later than **January 19th, 2020**. Applications will be reviewed on a rolling basis.

Please note that only shortlisted candidates will be contacted. Women candidates are strongly encouraged to apply.