



CARE Deutschland e.V. is currently recruiting:

Shelter Programme Manager

Duty Station:	Lviv - Ukraine
Starting Date:	As soon as possible
Duration of Contract:	One year with possible extension
Reporting Lines/Line Management:	Assistant Country Director Programme

Job Summary:

To carry out the role of Shelter Programme Manager, overseeing the Shelter programme across the whole of Ukraine. Working through partnerships, managing select sector related partnerships, as well as working through direct implementation, ensuring coordination with relevant authorities and institutions. Managing a Shelter team to maintain quality implementation of Shelter activities. Working closely with other sectoral leads, MEAL, partnership/fund managers and logistics teams to enable a coordinated response.

Responsibilities:

- Working with the ACD Programmes and Area coordinator to develop Shelter sector response plans, master budgets, partnership specific budgets and contribute to CARE's overall response strategy.
- Lead on Shelter technical assessments in coordination with other CARE thematic areas and/or other external sector agencies, ensuring assessment findings are documented and that all assessments include a specific analysis of gender needs.
- Provide technical advisory and capacity building to partners in areas of Shelter context analysis, response options/modalities, technical design, as necessary, and proactively promote high quality Shelter technical approaches.
- Prepare and oversee Shelter programme implementation across the whole of Ukraine to ensure timely delivery of the programme.
- Act as focal point and program manager for select shelter related partnerships. This will involve acting as primary liaison between CARE and the partner, support to connect with technical expertise, support to identify and deliver on capacity building needs, progress review and monitoring, undertaking partner visits / site visits, supporting partner to comply with financial, MEAL, due diligence, and other standardized partner requirements.
- Identify Shelter programme supply needs and coordinate with the logistics team to put in place a sensible phased procurement plan.

- Undertake gender analysis on current Shelter programmes to review the level of gender sensitivity is designed in and being achieved. Offer recommendations for adaptations to ensure programmes become gender sensitive as a minimum.
- Ensure effective monitoring of Shelter activities is carried out by partners and technically reviewed/signed off where possible.
- Working closely with the MEAL team develop as necessary sector specific MEAL planning, ensuring this links to reporting requirements, and capacity build technical field staff in carrying out the work.
- Working closely with the team to support fundraising for the Shelter sector, including development of high-quality concept notes and proposals, and engagement with donors' technical advisers.
- Prepare timely programme and donor reports on project activities in compliance with CARE Germany's requirements and any relevant external donor requirements.
- Work closely with the HR team, to support the recruitment of Shelter staff (both national and international) for emergency programmes, and ensure rapid recruitment, induction and training of new staff.
- Identify capacity building needs of Shelter partners and Shelter staff and carry out or refer people to relevant trainings.
- Ensure that CARE's work is coordinated with efforts of other agencies and Government, and take a leadership role within Interagency Coordination forums, such as the Ukraine Shelter cluster, ensuring the specific gender needs are being addressed. This may involve taking the lead in Shelter cluster working groups at national level.
- Take steps to document lessons learned from Shelter programmes for wider dissemination.

Authority:

Line management of Shelter Officer.

Competencies:

- Able to work under pressure
- Accurate and timely reporting
- Appropriate and effective financial oversight
- Budget compliance and oversight
- Diplomacy
- Innovation/Use of best practices
- Organizational planning
- Work well in team context

Education and Certifications

- University degree in Architecture, Structural or Civil Engineering, or a related subject, or equivalent field experience.

Minimal requirements:

- At Least 5 years in emergency response Shelter programming in conflict-affected of post-disaster scenarios.
- Previous experience of managing a Shelter team at national level
- Previous experience of Shelter / Humanitarian project management and programme coordination, implementing programmes within donor constraints, on time and within budget
- Demonstrated monitoring and evaluation skills
- Experience of representation and ability to represent CARE effectively in external forums.
- Experience of preparing successful funding proposals for donors
- A high level of written and spoken English
- Experience of working through partners
- Proven capacity to supervise, train and coach staff and partners in Shelter technical skills / knowledge / theory
- Ability to write clear and well-argued assessments and project reports
- Excellent communication skills
- Politically and culturally sensitive with qualities of patience, tact and diplomacy
- The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
- Commitment to the aims and principles of CARE, particularly concerning gender equity in emergency programmes.

Working & Living Conditions

Main duty station will be the office in Lviv in the Western region of Ukraine with possibility of moving this office to Kyiv. Expected percentage of travel time: 10 - 15% to CARE project locations in any of the oblasts where CARE programs activities are conducted.

The security situation is currently moderate in Lviv but may differ in project locations. This is an unaccompanied position; regular R&R is given. Staff live in large guesthouses with shared bathrooms and shared cooking,

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 is currently establishing its presence in Ukraine to provide relief and development assistance to vulnerable populations affected by conflict. The core sectors of CARE Ukraine's work encompass Shelter, WASH, Sexual Reproductive and Maternal Health services, Women's Leadership in Emergencies, Multipurpose Cash Assistance (MPCA) 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.

Gender equality

CARE Ukraine is committed to meeting the standards of the CARE International Gender Policy (2019). Through this policy, CARE seeks to promote the equal realization of dignity and human rights for girls, women, boys and men in all diversities, and the elimination of poverty and injustice. Specifically, this policy seeks to improve the explicit incorporation of gender in programmatic and organizational practices.

How to Apply

Please send your complete application package (CV, motivation letter, references) **only in English** to Jo Fox application@care.de, no later than **12 August 2022**. Applications will be reviewed on a rolling basis.

Women candidates are strongly encouraged to apply.

Please note that only shortlisted candidates will be contacted.