Field Programme Coordinator - Eastern Ukraine

Location: Dnipro/Kharivv (with travel to programme locations)

Reporting line manager: Area Programme Manager

Duration: 12 months

Conditions: Employment contract, gross monthly salary between Euro 2,857 to Euro 3,354 depending on proven relevant experience for the post. Moving allowance to Dnipro: EURO 600 lump sum (one time), applicable for staff recruited from outside the base. Annual leave of 28 days per fiscal year.

Starting date: ASAP

CARE INTERNATIONAL

CARE International (CI) is among the world’s largest international non-governmental humanitarian relief and development confederations. Drawing on more than 75 years of experience, through its 21 Members, as both a practitioner and thought leader, CI’s work reaches over 100 countries worldwide to save lives, defeat poverty and achieve social justice.

CARE’s vision is to seek a world of hope, inclusion, and social justice; where poverty has been overcome and people live in dignity and security. CARE focuses heavily on women and girls, and the areas of gender equality, diversity, and inclusion are at the center of our work because we know that we cannot overcome poverty and social injustice until all people have equal rights and opportunities. We recognize that power relations between people and within systems and structures are unequal and that these are entrenched in our broader systems, structures, and institutions.

At the core of the CI Confederation is a globally distributed Secretariat, which provides coordination and support to its Members in areas including governance, strategic planning, communications, membership development and accountability, advocacy, humanitarian response, and program development. In addition, the Secretariat represents the CI Confederation at the United Nations and the European Union, and with other external stakeholders.

Context in Ukraine

On 24th February 2022, Russia’s invasion of Ukraine marked a significant escalation to the conflict that started in 2014. It continues to profoundly impact the lives of people across the country at various levels. The front line is continuously shifting and there are areas controlled by Russian forces as well as cities under siege. Aerial attacks on military installations and critical civilian infrastructures are conducted in the whole territory of Ukraine, often resulting in collateral civilian casualties. The conflict has caused the largest population movement in Europe since World War II, with 6.24 million displaced within Ukraine and 7.68 million refugees having fled to neighboring countries. By October 26, OCHA had counted 17.7 million people in need of humanitarian assistance.

CARE UKRAINE

CARE Ukraine prioritizes a locally led response and is partnering primarily with Civil-Society Organizations (CSOs), National NGOs, local authorities, and when needed, INGOs with a
longstanding presence in the country and access to hard-to-reach areas. CARE Ukraine deliberately and strategically prioritizes partnerships with local and national Women Led and Women Rights organizations (WLO’s/ WRO’s), further strengthening the Gender in Emergencies (GiE) principle and the Women Lead in Emergencies (WLiE) approach.

In the first few weeks after the escalation of the war, virtually all humanitarian aid inside Ukraine was organized and implemented by local actors. These groups (together with local authorities) remain the principal aid providers but are quickly being exhausted of funds, fuel, and physical energy. Thereby, a considerable proportion of CARE’s resources is dedicated to strengthening and supporting the capacities of local partners.

As of November 2022, CARE Ukraine has established partnerships with twelve local/national organizations (incl. four WLO’s/WRO’s) and five international NGOs. From the more than 28 million that have been raised for Ukraine thus far, more than half is allocated to local/national partners. Through the activities that have been implemented so far, CARE Ukraine has been able to reach 550,030 people, including IDPs and affected populations in hard-to-reach areas.

While CARE Ukraine’s office is currently located in Lviv, we are continuously working on strategically expanding CARE’s presence and reach with plans to open an office in Kyiv as well as field offices in Dnipro and Odessa, covering both the East and South of the country.

**Role Objectives**

Under the supervision of the Area Programme Manager (APM) in Dnipro and peer support of the Technical Advisers in the CO, the Field Programme Coordinator is expected to travel regionally to programme field locations including Kharkiv. The main objectives of this position will be:

- To support the APM for the overall implementation of the projects taking place in the assigned area of intervention. This includes overseeing regular needs assessment, supervision of the activities to be implemented by Partners or CARE’s staff with the technical support of the sector advisors and sector coordinators at CO level,
- To liaise up with national organizations present in the assigned area of intervention, identifying possible new partners, leading capacity assessment when required, looking for synergies of actions
- To support the Area Programme Manager, playing a key role in the coordination, communication and liaising with all other key stakeholders (local and international NGOs, UN agencies, local communities, government bodies) and Partners in the area of intervention.

**Key areas of accountability:**

- Supervises Programme Team in Dnipro area office and support field offices, providing coordination guidance and support, and ensuring integration of protection and gender in all sectors, effective communication and coordination among programmes, including the Rapid Response team, as agreed with the Area Programme Manager.
- Ensures effective performance and coherence of the programme team through holding regular meetings, and providing trainings, support, and performance evaluation of staff.
- Participates in developing the program strategy of CARE Ukraine in the area of operations and in setting policies relevant to field operations (if needed), by
participating in (joint) multi-sector assessments, including protection concerns, needs and reporting for evidence-based interventions.

- Facilitates donor and other field visits as requested by the line manager.
- Maintains effective implementation of security guidelines and reporting.

**Coordination of Programme Implementation:**

- Facilitate and coordinate a timely implementation of planned activities, providing support to ensure high quality of implementation and adherence to operational plans and budgets.
- Ensure an integrated approach to programme implementation in order to maximize resource utilization and synergy with a focus on Protection Mainstreaming.
- Ensure that all implemented activities (direct and indirect) are in compliance with CARE’s and donor requirements, regulations and policies; and as per the approved plan/proposal.
- Prepare work plans for staff and ensure their implementation.
- Provide technical support, supervision and guidance to CARE and Partner’s Team at the field level (incl. support in development/sharing of technical tools and guidance, tailored capacity building plans for partners, training and on-the-job coaching and mentoring especially around protection programming and implementation).
- Supervise and support the case management component for vulnerable individuals. Including regularly review and adapt vulnerability criteria; referral pathways and service mapping, support identification of vulnerable individuals and ensure appropriate action is taken by the staff, responding to vulnerabilities, including referrals to specialized services and targeted protection assistance.
- Ensure that all programmes staff adhere to general protection, safeguarding and GBV best-practices, and professional standards and principles through capacity-building and on-the-job support.
- Collate and produce weekly/monthly/annual reports.

**Monitoring, Accountability, Reporting and Learning:**

- Work closely with the Monitoring, Evaluation, Accountability and Learning officers to build field staff and Partner capacity and support the implementation of monitoring and evaluation tools and report issues or challenges with project implementation.
- Facilitate and coordinate the preparation and provision of information and data to the MEAL team for their reports to be used for management decision on future interventions.
- Support and undertake program monitoring and evaluation activities, including regular activity monitoring, documentation of case studies, best practices and lessons learned, as agreed with the Area Programme Manager, regularly monitor the progress and quality of CARE and Partners’ activities against project plans, timelines and indicators.
- In coordination with the MEAL department continuously monitor and suggest relevant accountability initiatives in the field as well as strengthening the effort to document the impact of CARE activities in the area.

**Protection Information Management**

- Ensure to apply and comply with the information management system which is in place in the area office.
- Ensure files and MoVs (Means of Verification) are maintained to agreed standards to ensure donor compliance and accountability.
- Ensure monitoring systems and procedures as well as documentation and information management systems are being utilized properly and projects are regularly monitored.
- In coordination with MEAL officers and Data Management Officer, ensure data protection and information sharing protocol are in place and follow protection and GBV guiding principles and good practice examples. Monitor the execution of data protection and information sharing protocol within CARE and in partner organizations.
- Collate and produce internal weekly/monthly reports.

**Administration and Management of Support Functions:**
- Work closely with the logistics department to coordinate and follow-up on the procurement and delivery of goods and services for the programme when needed.
- Ensure the effective compliance of programme team to CARE Ukraine and donor finance and grant procedures and requirements.

**Human Resource Development and Management:**
- Support Area Programme Manager to build a high performing team able to deliver high quality assistance to program beneficiaries.
- In collaboration with the HR officer and line manager, guide, provide day-to-day coaching and support programme staff in their development, planning succession, and taking prompt action to address issues of underperformance and other issues impacting on professional conduct or implementing duties and responsibilities.
- Provide on-going monitoring, technical coaching and mentoring for partners’ project implementation teams.
- Ensure programme team staff in area office receive regular support, feedback, and performance appraisals in line with HR procedures and protocols.
- Ensure adherence of programme staff to organizational and operational policies and procedures. This includes Code of Conduct, Safeguarding Policy, Gender Equality Policy, Fraud Policy, etc.

**Representation of CARE Ukraine:**
- In coordination with the Area Programme Manager and Area Manager, represent CARE Ukraine in relation to programme implementation and maintaining a strong link with Partner organization, community leaders, government, NGOs and UN organizations in the area.
- In coordination with the Area Programme Manager and Area Manager, establish and maintain contact with all key actors as relevant for the programme implementation – government, UN, NGOs and partners – and establish mechanisms for contacting local community organizations in line with key thematic areas of work and assess capacity/resources to respond.
- Advocate on the issues and rights of women, girls, men and boys in order to improve policy and practices.

**Safety and Security Management:**
- As instructed by Area Programme Manager to be a Point of Contact (PoC) for liaising with relevant actors including but not limited to government and authorities to ensure access and approval
• Provide regular updates of the security situation of the Area of Operation to the Safety, Security and Access Coordinator, Area Programme Manager and Area Manager.
• Contribute to monitor the operating, political and security context in field locations and how their changes may affect the programme’s work and ensure that this is communicated regularly to the Area Senior Management Team.
• Ensure security plans, SOPs, and guidelines; mitigation and contingency are upheld by CARE staff.

Additional job responsibilities
• The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties assigned by the Area Programme Manager and Area Manager within reasonableness of their level of skills and experience.

Requirements
Qualifications
• University degree in social science/international development/management/relevant university degree.

Requirements
Mandatory criteria for longlisting:

▪ Minimum 5 years practical experience managing programmes in a complex emergency context, with a particular focus on Protection (Ideally GBV, Case Management, CP, WLIE and Protection Monitoring) in international non-governmental organisation or other international or national relief/development body;
▪ 2 years of relevant experience in people management and leadership
▪ Previous experience working in emergency projects in complex and volatile contexts.
▪ Strong and recent knowledge of Ukraine humanitarian context

Desirable
▪ Experience in any other relevant sector will be an advantage [health, livelihoods, WASH, education, nutrition, or food security],
▪ Excellent knowledge in project cycle management, essentially in emergency settings
▪ Skills and knowledge of financial, procurement, safety and HR practices in Ukraine and in humanitarian organizations
▪ Proven experience in developing partnerships with national aid organizations, CBOs, CSOs and/or WROs.
▪ Proficiency in English, Ukrainian and/or Russian
▪ Computer skills (including Excel and Word)
▪ Excellent interpersonal and diplomatic skills
▪ Good organizational skills
▪ Capacity to work under a high level of stress
▪ Adaptation capacities to dynamic context
▪ Trustworthiness and sense of responsibility
▪ Organizational skills, reactivity, ability to be thorough and to adapt

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 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) only in English to <applications_ukraine@care.de>, no later than 15 August 2023, with Field Programme Coordinator - Eastern Ukraine as the subject title of your email. Applications will be reviewed on a rolling basis. Female candidates are strongly encouraged to apply.

Please note that only shortlisted candidates will be contacted. References will only be contacted after the interview.