

## Knowledge and Capacity Development Manager

**Location:** Ukraine – Lviv with regular deployments to Dnipro and Odessa

**Duration:** 12 months renewable

**Conditions:** Employment contract, gross monthly salary €5,000. This includes Programme Management Allowance (€ 200/month), Risk allowance (€300/month), Medical and Repatriation Insurance. Accommodation provided. Visa fees covered. Contribution to the luggage transportation up to €250. R&R (7 days) every 12 weeks with an allowance of €1,000. Annual leave of 28 days per fiscal year.

**Starting date:** April 2023

### 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.

Amid the upcoming winter, which is anticipated to be the worst in decades, at least one-third of the country's energy infrastructure is damaged, leaving millions without heating and access to water. In October, the Russian Federation claimed to have annexed four Ukrainian oblasts, further increasing the challenge of access to these areas. Therefore, in addition to preparing the population for the approaching winter, an ongoing priority for the international humanitarian response is to secure access to recently liberated and recaptured areas in the East and to provide aid to previously unreachable and particularly hard-hit areas of Ukraine.

## CARE UKRAINE

As a new actor in Ukraine, CARE 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

The Knowledge and Capacity Development Manager will report to and work under the guidance of the Deputy Country Director Program Quality and Development (DCD PQD) and in close coordination with the implementing partners and other team members of CARE Ukraine. S/he will be responsible for planning and providing capacity development related support in the efficient and effective execution of project activities. In carrying out her/his responsibilities, s/he will develop the training curriculum, manuals, modules as well as necessary training and learning materials. S/he will design and provide a comprehensive package of capacity development activities that support the technical and institutional development of CARE and partners. S/he will be overall responsible to implement the capacity development program of the CARE and partners.

The Knowledge and Capacity Development Manager is working under the supervision of the DCD Program Quality and Development. S/he manages the Knowledge and Capacity Development unit with direct reporting from the Knowledge and Capacity Building Coordinator.

## Role Responsibilities:

### **1. Capacity Development Systems and Processes**

- Lead the Capacity Development component for ensuring all sorts of capacity development interventions both at grassroots as well as institutional levels are in place effectively.
- Ensure high-quality organizational development plans are developed for each partner, based on the pending of a) gender analysis and b) organizational capacity assessments and tailored to each partner's long-term strategic priorities (as well as the needs of the specific project).
- Provide guidance in developing comprehensive capacity building strategy/plan on capacity development related issues and ensure its implementation.
- Provide strategic directions and guidance to partners and CARE staff including for sound capacity building.

### **2. Capacity Development Tools and Activities**

- Coordinate, monitor, and document the implementation of gender-sensitive organizational development plans, with support from program managers, program support heads and program quality.
- Deliver all capacity development-related activities for partner NGOs and their networks in diverse areas of organizational development (leadership and management, financial management, human resources management, partner relations, communications, monitoring and evaluation, grant management, technology utilization and others).
- Work closely with selected local partners to ensure adequate capacity is built in various areas of the program.
- Collect and apply state of the art capacity building tools and techniques for both CARE staff and partners.
- Ensure integration of organizational capacity development with other technical support the project will provide to partners.
- Ensure flexibility and high quality of the capacity development support provided to the partners.
- Develop materials and processes for specific areas/topics identified as needed for capacity development of partners, including training, mentoring and coaching of partners, peer learning and other methodologies.
- Extend supports and guidance to team members in developing training curriculum, manuals, modules, relevant guidelines including training and learning materials (flip chart, flash card, process card, booklet, handout and video learning aid etc.).
- Provide sound mentoring to the team members and partner staff to ensure smooth implementation.
- Develop ToR, concept note, note sheet and organize and conduct workshops, trainings, seminars with various partners and CARE staff.
- Produce required training related reports for CARE and partners.
- Coordinate with appropriate stakeholders in all aspects of activities planning, monitoring, and implementation.
- Ensure effective implementation of capacity development interventions with the best uses of resources.

### **3. Internal and External Coordination**

- Coordinate with appropriate stakeholders in all aspects of capacity development activities planning, monitoring, and implementation.
- Work with program teams to identify and assist in the recruitment of technical specialists to build partner capacity, where appropriate
- Work with program and program support staff to ensure informal capacity development (such as learning by doing and re-orientations/refresher courses) is provided to each partner.
- With the guidance from the DCD PQD, undertake required preparation and manage the full range of field level capacity building trainings in close cooperation and coordination with other aid actors (NNGOs/INGOs), local authorities, UN, etc.
- Establish links and build relationships with organizational capacity development providers in Ukraine including consulting firms and NGO support centers
- Lead the partnership building process with training institutes in Ukraine to develop a Master Trainers Pool at national and district levels.

### **4. Knowledge Management and Learning**

- Undertake periodic training impact assessment using internal resources and expertise for providing high quality advice to the management in case of any changes required in capacity building interventions.
- Promote knowledge management and learning environment in the office through leadership and personal example
- Contribute to the development of annual workplans, performance monitoring systems and tools, and writing of program reports.
- Be responsive to all partners, respect and helpful relation with all CARE staff.

## Requirements

### Mandatory criteria for longlisting

- University degree or/and Master's degree in social sciences, development, public administration or a related field
- Minimum 4-5 years of solid experience working in Capacity Development for NGOs in the humanitarian or development sectors
- Excellent knowledge of capacity building theory and the application of methodology, good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities
- Experience in developing training manual, modules, curricula and training materials for the national/international development organizations
- Experience of conducting ToT, training needs assessment along with facilitations skills and ability to independently prepare training report
- Evaluation and monitoring of Training programs
- Strong written and oral English and Ukrainian skills
- Ability to work both in an advisory and a hands-on implementation capacity
- Strong ability and interest to working with local partners and building their capacities
- Experience in team management
- Experience of representation and ability to represent CARE effectively in external forums

### Expected

- Proven experience with practical and impactful gender equality and women's empowerment approaches to development and humanitarian action
- Experience of institutional capacity development is desirable
- Excellent organizational skills and ability to work independently, manage time and execute tasks
- Excellent communication skills (written & oral)
- Ability to work in fast changing environment and to multi-task and context-switch effectively between different activities and teams
- Politically and culturally sensitive with qualities of patience, tact and diplomacy

### Accountability

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, references) only in English to Jo Fox at [applications\\_ukraine@care.de](mailto:applications_ukraine@care.de), no later than 12 March 2023, with Knowledge and Capacity Development Manager as the subject title of your email.** Applications will be reviewed on a rolling basis. Women candidates are strongly encouraged to apply.

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