



Refugee 4 Refugees Programme Manager - Job Description

Position Title	Programme Manager
Contract period	6 months (<i>1 month probationary period</i>)
Start Date	As soon as possible
Reporting to	Country Director
Location	Lesvos, Greece

What we do

Refugee 4 Refugees (R4R) is a Greek Registered NGO with no political, religious or ethnic affiliation working to provide humanitarian aid on Lesvos, Samos and on mainland Greece. Originally founded in 2017 by Omar Alshakal, R4R aims to promote the establishment of a participative global aid ecosystem, whereby refugees and asylum seekers can feel empowered through their active involvement in humanitarian and development interventions.

Purpose of the Position

Refugee 4 Refugees' is looking for a passionate and experienced Programme Manager to join our emergency relief operations in Greece. The Programme Manager is responsible for the implementation of all programming by R4R. The responsibilities are fourfold. Firstly, the Programme Manager is responsible for ensuring that all R4R programming across the various operational bases are implemented on time and to scope. This includes taking full responsibility for ensuring that programming is in line with sphere standards and mainstreams protection commitments. Secondly, the Programme Manager is responsible for ensuring that programming is in line with community needs and in line with findings of needs assessments, and that all project results are captured in reports. Thirdly, the Programme Manager is responsible for developing programme strategies for the mid and long term. Fourthly, the Programme Manager is responsible for coordination with external stakeholders to ensure complementarity and collaboration.

The working base of this position is Lesvos but frequent travel is required to monitor and/or implement operations across Greece. Given the ever changing needs of the refugee crisis in Greece, R4R could ask the position holder to relocate to another location within Greece at any given time as per organisational needs.



Key Responsibilities

Project Management and Implementation

- Responsible for overall implementation and management of all programming and ensuring that projects are implemented to scope/budget/time.
- Develop project implementation plans and ensure that project activities are being implemented to time.
- Develop project budgets and ensure that spending is on track.
- Ensure that all project activities are conducted within the required time, and support the project coordinators where necessary to troubleshoot.
- Support the team to implement projects that reflect Sphere Standards.
- Ensuring that all projects mainstream protection components and that all project volunteers/staff are adequately trained in these.
- Develop project SoPs, and contingency plans ensuring quick implementation for emergency response.
- In collaboration with the programme, finance and fundraising team responsible for designing and developing new project proposals both narrative and financial.

Monitoring/ Reporting/ Assessments

- Ensure that the results of all project activities are captured at both outcome and output level in the form of narrative and financial reports (quantitative and qualitative) in line with a reporting schedule.
- Monitor programme progress, including financial monitoring. Safeguard connection with programme objectives and coordinating solutions (such as mitigating measures) when events prevent or complicate progress or quality of implementation. Contribute to documentation of good practices and lessons learned.
- Ensure that Project Coordinators are conducting regular project monitoring and adapting programme implementation accordingly. For example this could take the form of monthly post distribution monitoring.
- Identify needs assessments requirements in the field and oversee the process of conducting these assessments so that Refugee 4 Refugees programming is reactive to community needs.
- Ensure that reporting schedules are followed, and reports are shared with relevant team members.

Strategic Decision making

- Support the Country Director in designing projects, ensuring project activities are in line with community needs and make sense for the longer term objectives for Refugee 4 Refugees.
- Support in the development of project proposals/reports for internal Refugee 4 Refugees management and for external donors.

Coordination and Networking

- Represent Refugee 4 Refugees in coordination meetings.
- Actively coordinate with other actors in the field to identify collaboration opportunities to ensure the needs of the community are better met.
- Contribute to the identification and networking of stakeholders for alternative fundraising possibilities.
- Coordinate and liaise with programme donors, partners organisations, government authorities, R4R management team, field team, and volunteers, and involve them proactively as needed.



Team Management and Capacity Strengthening

- Oversee Project Coordinators to ensure that they are fully supported to implement their respective project activities, including ensuring that the projects are implemented to the quality of standard expected by Refugee 4 Refugees.
- Support the professional development and coach of project team members in areas where skill gaps are identified. Arrange relevant training, conduct one-to-one meetings, and performance appraisals regularly.
- Ensure that team members follow R4R's policies and processes (eg. security policy).
- Participate in interview panels and relevant recruitment processes.
- Any other tasks identified by the line manager.

Profile Candidate / Qualifications

- Bachelor's degree in management or a related discipline.
- Demonstrable experience (3-5 years) in programme management in emergency and/or development programming, of which at least 2 years of management including financial monitoring and reporting in various contexts, preferably in the humanitarian response.
- Experience in successful management in donor liaison, project monitoring and in writing reports.
- Experience in monitoring and evaluating progress - both qualitatively and quantitatively - guided by performance indicators.
- Experience in management of projects and partners at a distance.
- Experience in designing and implementing effective frameworks for the purpose of monitoring projects or programmes.
- Engagement in and understanding of the mission, values and programme approach of R4R.
- Strong interpersonal and advising skills, amongst which a clear talent for influencing and guiding of colleagues and others directly or from a distance.
- Excellent communications and presentations skills in English both oral and written. Arabic, Farsi and/or French is an asset.
- Working experience in an international environment, with daily collaboration with a variety of stakeholders and within a multicultural environment.

Core Competencies

- Excellent interpersonal communication skills and the capacity to engage in and maintain effective partnerships and professional relationships in various cultural and organisational contexts.
- Strong analytical and conceptual skills, capable of translating theory into practice.
- Follow up on agreements in a conscientious and efficient manner, taking deadlines into account.
- Results - and quality oriented.
- Capable to work independently and to set clear goals and priorities.
- Focus on solving problems and high quality results
- Strong ability to communicate, to adapt and to network.



What We Offer

- To be part of an enthusiastic team in an inspiring working environment.
- A flexible and human-centred working environment in a humanitarian organisation.
- Well balanced employment conditions with space for initiative and development.
- For initial appointments, R4R offers a contract of maximum six months (including a one-month probationary period) with possibility of extension based on funds and performance.
- R4R staff are required to register in Greece for official employment. The organisation can support in this process, and only applicants entitled to work in Greece will be considered in the process.
- The position is based in Lesbos, Greece.
- R4R is committed to providing a fair compensation package that is justifiable to our donors.
The gross salary range is between:
 - € 1.000 to € 1.200, on the basis of 40 hours per week, weighted on qualification and relevant working experience.
 - And an extra monthly benefit of € 200 for accommodation and Per diem.

Information and Application

If you recognize yourself in this profile and meet the requirements, we welcome you to apply.

Please submit your Letter of Motivation + Curriculum Vitae in English (only applications with a motivation letter will be included in the process) to hr@refugee4refugees.gr.

The closing date for applications is 29th August 2021 at 17:00 (EEST).

Qualified female candidates are encouraged to apply.

Only successful candidates will be contacted to proceed to the next phase in the application process. In the event an ideal candidate is found, R4R will close applications.

Acquisition is not appreciated