



Vacancy Announcement

Job Title: Center Manager
Project Name: Enhancing GBV Prevention and Response services to children and community members in Ninewa governorate
Project Area: Ninawah (Bardarsh, Zummar, West Mosul, non-camp and Shekhan camp)
Vacancy Ref No: 67
Applicants Residence: Shekhan Camp
Preferable Gender: Female
Duration of Appointment: 8 months
Expected Starting Date: 15 Nov 2021
Deadline: 13 Nov 2021
Type of Contract: Full time
Working Hours: 8:00AM _ 3:30PM

Background:

Harikar NGO is a neutral, non-governmental, non-profit humanitarian organization established on 30th May 2004 by a group of social activists. Harikar NGO as stated in its mission statement strives toward the fulfilment of human and women rights in Dohuk Governorate as stipulated in the new Iraqi constitution of 15th October 2005. Harikar is committed to- within its resources- contribute towards the achievement of the internationally agreed Millennium Development Goals. Harikar believes in human rights, the right of every person to reach his/her potential without discrimination on the basis of race, gender, religion, social segment and ethnicity. Harikar strives to achieve social justice especially among the marginalized vulnerable groups and works towards eliminating all forms of discrimination against women by promoting their capacity to fully participate in community development. Harikar has been able to successfully carry out more than 80 projects, through funding from various partners including UNFPA, RRT/PRT, UNHCR, UNESCO, UNICEF, UNOCHA, Diakonia, UNDP, UNOPS, IRD, Mercy Corps, CARE International, ASB, GIZ, Acted, IRC, IRI, NDI, SCF-UK, Mission east, ICSP and others.

Terms of References

Job Overview:

Under the overall supervision of the project manager, the center Manager will coordinate, manage & supervise the direct implementation of GBV response activities in Shekhan camp. She will supervise a team of project staff to effectively Design, Plan, Implement, Monitor & Document GBV Prevention and Response. The scope of the work would include staff supervision, development or adaptation of training & monitoring tools, training community members, monitoring programs progress, and making adjustments as necessary with prior consultation with the direct supervisor. She is also tasked with providing technical assistance and guidance to mainstream protection-related issues across all service provision points in the area.

Scope of Work (Duties and Responsibilities):

1. Objective 1: Development, Monitoring, and Evaluation

- In collaboration with the project manager , provide technical leadership related to project design and development, planning, implementation, and overall project management at the center.
- Develop technically sound work plans consistent with program goals and objectives in coordination with the project staff – case Workers and ensure timely implementation of the activities.
- Develop, design & share information education and communication (IEC) materials for use in partnership with the persons of concern and other protection partners.
- Develop project monitoring and evaluation plans and strategies to ensure timely and high-quality implementation of the work plan in coordination with the staff.
- Monthly participate in a status review of the implementation of program activities.
- Take lead & coordinate Protection related events including donor field visits and ensure proper visibility of Harikar at the center.
- Ensure timely & quality Procurement of the center's items & services in liaison with the case management supervisor.
- Evaluate center activities for effectiveness to develop improved methods; devise evaluation methodology and implements; analyzes results and recommend and/or take appropriate action.

2. Objective 2: Budget Management

- Manage the center budget in order to maintain program expenditure within budget parameters, ensuring adherence to Harikar financial procedures and donor requirements.

3. Objective 3 Staff Management

- Hold regular meetings with staff to plan & address any team/individual concerns and share feedback
- Monitor and provide objective feedback related to staff performance, including objective setting, Probation & Performance evaluations to promote growth and professional development.
- Provide leadership and support to ensure staff well-being, i.e. monitor and manage stress-related issues by providing regular opportunities for staff debriefing to address vicarious trauma.

4. Objective 4: Report Writing & Documentation

- Reviews applications or other center documents to determine acceptance or make decisions pertaining to the center. Keep an updated inventory of all items in the center
- Disaggregate all data for NFIs distributed by age, gender, and diversity.
- Ensure proper documentation of all project activities including all activity forms; intake forms; case studies & human interest stories
- Lead the team in the interpretation of the analyzed data on trends and disseminate the information to all relevant stakeholders for their action.
- Maintain up to date records and data about counseling activities and referrals made to and from other Harikar projects and partner agencies.
- Ensure timely project reports are consolidated and submitted to the supervisor and the information therein used as an integral part of ongoing advocacy efforts.
- Ensure that activities are implemented in accordance with agreed strategies, principles, implementation plans, and donor requirements.
- Identify protection gaps with a view to generating ideas for future projects.
- Develop concept notes and proposals in close cooperation with the case management supervisor and other colleagues.
- Attend training forums relevant to the position requirements.
- Entering the data on weekly, monthly and quarterly bases.
- Make sure to enter the feedback of the beneficiaries.
- Summary:
 - Provide technical feedback to staff on monthly narrative reports received from them, ensuring that established program targets and objectives are being
 - Evaluate center activities for effectiveness to develop improved methods; devise evaluation methodology and implements; analyzes results and recommend and/or take appropriate action
 - Provide weekly, monthly, and quarterly reports

Additional Duties and Responsibilities:

- Good communication skills (written and oral): Sensitivity to and responsiveness to project staff, local authorities, and the community.
- Commitment to the job and the organization.
- Responds positively to critical feedback and differing points of view.
- Solicits feedback from staff about the impact of his/her own behavior.

Experience, Qualifications and Skills:

- Educational Qualifications:
 - University Degree.
- Professional Experience:
 - At least one year of experience in GBV Projects
 - Good communication skills including writing skills.
 - Strong management skills.
 - Strong training & facilitation skills.
 - Knowledge on GBV, humanitarian field.
 - Fluency in written and spoken Kurdish, Arabic.

Reporting and Supervision

Reports to: Project manager Supervises: None

Expected Conduct:

- Ensure that confidentiality is always maintained when sharing data and information about persons of concern;
- Maintain cooperative relationships with partners;
- Maintain high professional and ethical standard when both on and off duty, including upholding the principles and practices set out in the Code of Conduct and adhering to international standards;
- Seek guidance and technical support when needed with “Do no harm” principle being the priority at all times.

Commitment:

- All Harikar staff must be committed to the Core Humanitarian Principles as well as the Core Humanitarian Standards in Accountability and Quality Management
- All Harikar policies and guidelines are an integral part of this Job Description and must be implemented, e.g.:
 - Harikar operational guidelines and Policies.
 - Guideline prevention of corruption.
 - Guideline on PSEA.
 - Harikar Code of Conduct
 - Child Safeguarding