

# Humanitarian Programme Manager

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## ABOUT THIS TRAINING COURSE

It is difficult for many humanitarian and development organisations to recruit and retain skilled programme managers. These difficulties directly impact the efficiency of their programmes. Over recent years there has been increased attention given by humanitarian and development agencies to the quality of humanitarian and development practice and raised awareness of the importance of ensuring programme quality in the sector. Bioforce has been actively involved in these developments through extensive consultations on the challenges faced by NGOs. Developing their ability to hire, develop and retain competent managers has been recognised as a top priority. Both humanitarian and development organisations as well as individuals expressed the need for training programmes that enable potential and current managers to develop their technical, analytical and personal skills.

You are interested in this diploma course but unable to attend this several-week-long training programme? [You are welcome to attend it at your own pace](#)

**86.9%** is the satisfaction rate expressed by participants in diploma courses in 2023.

## STRENGTHS OF THE TRAINING COURSE

- Group work
- Real life simulations
- A workbased learning in the field

## BY ATTENDING THIS TRAINING, YOU WILL GET

- “Coordinateur de programme humanitaire”, a level 7 qualification (equivalent to a five-year higher education diploma) registered by the French National Record of Professional Qualifications

# TRAINING COURSE PROGRAMME

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**Training Unit 1:** The fundamentals of humanitarian action (62 hours)

**Training Unit 2:** Managing Programmes and Projects (83 hours)

**Training Unit 3:** Managing People and Organisations (79 hours)

**Training Unit 4:** Managing Finance and Funding (91 hours)

**Training unit 5:** Cross-disciplinary skills (86 hours) > Field exercise (develop, through a field scenario-based exercise, operational capacity and autonomy of the trainees), project assignment (humanitarian project design, group work), career advice...

**+ 6 month-practical period (field assignment with an international organisation)**

# PREREQUISITES

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**Minimum age:** 22 years old

**English language level:** Minimum B2 (according to European language levels – Self Assessment Grid).

Applicants with experience in the aid sector, involvement in the non-profit sector, experience abroad, driving licence or first-aid certificate are particularly sought after

**Education or work experience in one of the following areas:**

Team management, project management, budget management.

Or in an area where you have demonstrated skills that are transferrable to the aid sector: health, media, social or education, civil engineering, renovation, international relations and politics, cooperation and development, agriculture, logistics...

**Required level of education or work experience in one of the above-mentioned areas:**

Minimum 2-year higher education diploma ("bac +2" in France or equivalent) and minimum 3 years of full-time work experience in one of the above-mentioned areas.

Strong computer skills are required.

## APPLICATION

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**Step1: application**

Click on the « Register » button at the bottom of this page and complete the form. You will then receive an email (remember to check your Spam folder) giving you access to your Application Platform, where you can complete your application, track its progress and pay the selection and registration fees. [Get a video preview of your Application Platform](#)

Please note: your application will be examined on receipt of payment of the selection fees. We undertake to inform you of the outcome of your application within 2 months of this date.

**Step 2: interview (if needed)** Should Bioforce staff members require further information about your application, an interview can be organised (remote or in-person).

**Step 3: registration** Selected candidates will receive an admission email within 15 days after their interview, or, if no interview is required, within 2 months upon receipt of your payment of the selection fees.

## JOBS AND CAREER PROSPECTS

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Levels of responsibility vary considerably and depend on your prior experience and skills, as well as the humanitarian context and the employing organisation. Bear in mind that you usually take on more responsibilities over time. Some examples of positions Bioforce graduates now hold in the aid sector, showing various levels of responsibility and leadership:

**First level:** proposal writer/specialist, reporting officer, monitoring officer, project officer, programme officer

**Intermediate level:** head of project, budget, planning and reporting manager, monitoring and evaluation manager

**High level:** project coordinator, programme coordinator, field coordinator, head of office, regional coordinator, head of mission, country director, desk, technical coordinator.

80% of our students find work in the aid sector after completing their training.

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