

# Programme Development Manager Shelter / Infrastructure - Colombia

Norwegian Refugee Council

**Deadline for application:**

08/01/2017

## Key info:

Advertiser:  
Norwegian Refugee Council

Ref. nr.: 3289428063  
Full or part time (%): 100%  
Full time  
Start date: 14/12/2016  
End date: 08/01/2017  
Number of positions: 1

## Contact info:

Oscar Rodriguez  
Programme Director

## Search criteria:

**Location**  
Colombia  
**Industry**  
Emergency Relief  
**Special field**  
Construction  
Shelter  
Humanitarian Operations  
**Role**  
Middle / line manager

## Job location:

Prinsens gate 2, 0152 Oslo



[Show job location on larger map](#)



The Norwegian Refugee Council (NRC) is a non-governmental, humanitarian organization with 60 years of experience in helping to create a safer and more dignified life for refugees and internally displaced people. NRC advocates for the rights of displaced populations and offers assistance within the shelter, education, emergency food security, legal assistance, and water, sanitation and hygiene sectors.

The Norwegian Refugee Council has approximately 5000 committed and competent employees involved in projects across four continents. In addition, NRC runs one of the world's largest standby rosters -NORCAP, with 650 professionals, ready to be deployed on 72 hours notice when a crisis occurs

The purpose of the Programme Development Manager for Shelter in the Latin American LAC Program position is twofold:

- 1) Technical development, strategic direction and quality assurance of the Shelter Core Competence the LAC Programme which includes programme activities in five countries Colombia, Venezuela, Panama, Ecuador and Honduras.
- 2) Manage the implementation of assigned shelter activities in the LAC program.

## Job description

- **GENERIC RESPONSABILITIES**
- Conclude the development of the Shelter Core Competency strategy for the Colombia program and the Central America (Honduras) pilot
- Ensure that gender and protection are mainstreamed into the Shelter strategy
- Compliance with and adherence to NRC policies, guidance and procedures
- Contribute to fundraising, develop and revise funding proposal, budgets and donor reports
- Identify trends technical standards and donor priorities
- Follow up on compliance with contractual commitments within CC, ensure high technical quality and synergies in project implementation
- Provide technical direction and project implementation support to Program Implementation staff
- Ensure that key learnings are extracted from CC implementation, and incorporate them in CC and staff development processes
- Provide systematic training and build capacity of technical staff
- Represent NRC in relevant forums/clusters, including with national authorities and donors
- Promote the rights of IDPs/returnees in line with the advocacy strategy
- **SPECIFIC RESPONSABILITIES**
- Based on the lessons learned from previous projects develop a set of guidelines to ensure quality, timeliness and compliance in the implementation of shelter activities in the Colombia program and Honduras pilot.
- Under the supervision of the Head of Program and in coordination with Area Managers develop proposals to ensure the implementation of NRC's strategy and objectives in the country regarding the delivery of shelter / infrastructure
- Develop project reports according to assigned responsibilities
- Review project proposals and reports in order to ensure the technical quality and adherence to the Shelter Strategy and NRC Program Policy
- Monthly visits to field offices to provide technical support and to ensure that the Shelter strategy and quality standards are being followed
- Design and conduct the process for developing / updating the Shelter strategy for the Colombia program
- Lead or Participate in Project Cycle Management Meetings according to assigned responsibilities
- Monthly meetings with stakeholders, particularly with Government Authorities and the Shelter Cluster partners relevant for the operation
- In coordination with Area Managers at field level identify training needs for the project implementation staff
- Design and conduct training sessions with the project implementation staff according to the identified needs
- Develop technical documents to communicate key process in the implementation of the shelter strategy to the education staff.
- Identify the needs to conduct internal reviews and / or evaluations for shelter activities / Strategy in the Colombia program
- Participate in coordination activities of the Program Development department
- Ensure the proper filing of information related to the Shelter Strategy

## Qualifications

- Graduated professional of relevant field.
- Minimum 3 years of experience from working as a Senior Project Manager in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities

## Education field

- Architect / Design
- Civil engineering / construction

## Education level

- College / University, Bachelor's degree

## Personal qualities

- Initiating action and change
- Analyzing
- Planning and delivering results
- Strategic Thinking

## Language

- Spanish
- English

## We offer

- Local contract under the Colombian law
- Travel: 70%
- Duty station: Bogota