



For our office in Kyiv, Ukraine, the Johanniter-Unfall-Hilfe e.V. International Assistance, is looking for a

## Senior Programme Manager

1 Year Contract (with possible extension)



**Organisation Description:** Johanniter-Unfall-Hilfe e.V. is a German Christian non-governmental organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. Johanniter International Assistance (JIA) is the operational unit for humanitarian aid. The Federal Headquarters (HQ) is based in Berlin, Germany. Our Global Strategy 2027 focuses on three key working areas: emergencies, health and livelihoods implementing and supporting projects with a specific focus on climate change and gender equality worldwide [www.thejohanniter.org](http://www.thejohanniter.org). Our commitment to a partnership approach and localisation agenda is based on mutual learning, respect and trust. We prioritise accountability, inclusivity and safeguarding in our work.

### Background

Johanniter International Assistance (JIA) has been active in Ukraine for several years up to 2016 and has again resumed activities at a larger scale in February 2022 with the beginning of the full-scale war of the Russian Federation against Ukraine. JIA is implementing its humanitarian programme in Ukraine and the Republic of Moldova with several local partner organisations, mainly supporting vulnerable populations in frontline areas and IDPs with a focus on women and children. Current activities include food and voucher assistance, winterization, MHPSS, shelter repairs and rehabilitation of WASH infrastructure.

### In a Nutshell

You will be responsible for the implementation of the Johanniter programme in Ukraine and in the Republic of Moldova. In your function you will technically supervise and work closely with our implementing partners. You will also be responsible for assessments and the evaluation of activities as well as the writing of proposals for different donors. Support of the Head of Mission in fundraising is another component of this job.

#### **What you will do:**

##### Strategy and Vision:

- Contributes to the development of the country strategy based on the Johanniter global strategy.
- Identifies new programmes based on assessments that support the achievement of Johanniter's strategic objectives in the country (including rapid humanitarian assistance in case of disasters in coordination with Head of Mission and HQ)
- Assesses and builds partnerships with new national, international or local partner organisations
- Develops exit strategies and handover – if applicable

##### Programme Management

- In coordination with the Head of Mission, designs, plans and coordinates all projects in the course of humanitarian aid and development cooperation in line with the needs of the people we work with, national policies as well as Johanniter and donor programme objectives and policies and international standards
- Supports and supervises national partners in effective and efficient management of projects implementation in line with the project management cycle, program objectives, log frames and donor requirements
- Ensures cost effective planning, monitoring/supervision and evaluation of the activities of current and future projects
- Responsible for contract management, grant inception workshops, submission of quality donor reports and donor compliance

- Recognises further needs and conducts assessments where needed for project proposals including partnership assessments
- Leads project development processes and ensures the development and production of high quality concept notes and proposals for submission to various donors
- Assists the Head of Mission in identifying new funding opportunities
- Assesses capacity strengthening needs of national partners and addresses them by providing trainings or facilitating other capacity strengthening activities

#### Programme Monitoring and Evaluation

- Ensures project monitoring systems are in place and that reviews are undertaken periodically in conjunction with the team, the Head of Mission, project partners and relevant local stakeholders
- Ensures accountability and transparency to people we work with, communities, donors, partners
- Monitors and maintains compliance with standard Johanniter procedures and guidelines
- Monitors the evolving humanitarian situation in the project regions and considers strategic and immediate responses
- Regularly travels to field sites depending on project needs and upon clearance for security
- Works closely with PMEAL focal points in partner organisations in all aspects of monitoring, evaluation and accountability of project activities

#### Representation and Communication

- Together with the Head of Mission builds and strengthens external relationships and represent Johanniter with donors, the host government, international and national organizations, and coordination fora
- Supports media and press work in conjunction with the Head of Mission and HQ Communication Desk; contributes to preparation of regular reports, updates and articles for Johanniter Communication and Fundraising Department

#### What you bring:

- More than 5 years of experience in a humanitarian context, of which at least 3 years have been with in an international NGO
- Experience in capacity building
- Experience in working with international and national partners, donors, and local authorities
- Experience in writing proposals and reports
- Experience in monitoring and evaluation of projects in line with donor regulations
- Experience in conducting assessments
- Previous working experience in Ukraine is an asset
- Strong management, project planning and organizational skills
- Strong analytical, written/oral communication and reporting skills
- Negotiation abilities and diplomatic skills
- Willingness to work and travel in a high-risk context
- Fluency in English with excellent verbal and written communication skills
- Working knowledge of Ukrainian/ Russian is highly desirable

#### What we offer:

**Remuneration:** Competitive, attractive remuneration, in line with internal tariff and relevant previous experience

**Benefits:** 13<sup>th</sup> cheque; social security; annual leave; flexible working hours, friendly and appreciative working atmosphere

**If this is what you are looking for, please submit your application** via [staff@johanniter.de](mailto:staff@johanniter.de) (cover letter, CV, reference contacts of 3 former supervisors, job certificates if available), stating your earliest start date and Please indicate "Senior Programme Manager Ukraine" in the subject line of your e-mail.

#### **Deadline for applications: 28 May 2024**

Only short-listed candidates will be notified.

**We may start shortlisting before the closing date.**

Johanniter is an equal opportunity employer that values diversity, irrespective of cultural, religious, social background, gender, age, disability or sexual orientation

We strongly encourage qualified females to apply. Johanniter employees are expected to act according to our [Code of Conduct](#) as well as our Leadership Principles. *Please note Johanniter requires **background checks (incl. criminal record and reference checks)** to protect the vulnerable and prevent abuse*

Information regarding the privacy policy for applications can be found [here](#)