

Job Posting – Program Officer

At Human Concern International, we are more than a great and open place to work in — our work is life-changing. Together, we try to move families from crisis to sustainability. More than 40 years ago the inspiration for HCI began with three volunteers' wish to change the lives of thousands of Afghan refugees in Pakistan. Today, together with our volunteers, donors and staff, HCI has delivered more than \$250 millions in aid and transformed countless lives in more than 40 countries.

We are seeking a highly motivated program officer to provide implementation support to various projects in WASH portfolio. As a program officer, you will work closely with the Senior Programs Officer and Programs Manager to deliver project-related activities and will also work in collaboration with other community partners.

Position Title: Program Officer

Reporting To: Programs Manager & Director of Programs

Location: Hybrid

Terms: Full Time – 37.5 hours per week

Deadline to Apply: Ongoing until position is filled

Key Duties and Responsibilities

- Support project development and formulation, including the designing, planning and monitoring of projects;
- Work on the quality of the concept papers, proposal outlines and agreements in close cooperation with the field implementing partners;
- Ensure the implementation of assigned projects and provide necessary support to field implementing partners;
- Establish monitoring and evaluation systems, including a system of progress review with each of the field implementing partners;
- Analyze narrative and financial reports from the field, comparing results to plans and following up on variances;
- Ensure organizational Safeguarding and Gender policies are promoted and applied across all facets of work by providing specific gender and safeguarding advice to projects in the proposal development process;
- Advise field implementing partners on strategies to facilitate results-based implementation of project activities, and ensure constant feedback on quality of their implementation, suggesting corrective measures as necessary;
- Support the selection, capacity assessment, contracting, monitoring, evaluation and audit of field implementing partners, ensuring compliance with CRA regulations and HCI policies;
- Contribute to the wide dissemination and visibility of project achievements, including preparing reports and summaries for exchange of information, experience and lessons learned for a variety of audiences, including the Programs Department and Board of Directors;

- Maintain close coordination with assigned field implementing partners, helping at ensuring synergies and avoiding overlaps in project implementation;
- Attend and participate in meetings of the team, and contribute to a team culture of mutual support, accountability and learning;
- Any other task as assigned.

Qualifications, Skills and Experience

- University or college degree in Project Management and/or International Development
- Minimum 3 years of recent experience in program coordination, and project management in non-profit sector preferably in WASH sector;
- Strong planning, and time management skills, with the ability to multitask and manage projects with tight timelines;
- Excellent interpersonal, verbal, and written communication skills;
- Fluency in English and excellent written communication skills; fluency in Arabic or French language will be an asset;
- Ability to work effectively in a wide range of setting with people from diverse backgrounds, including partners, clients and co-workers;
- Experience working with the donor care is considered an asset;
- Works well independently and in a team-oriented, collaborative environment;
- Proficient use of Microsoft Office Suite: Word, Excel, PowerPoint;
- Ability to interact professionally with multiple stakeholders and partners from different cultures.

Our Offer

- Salary is competitive and commensurate with experience and other qualifications;
- Comprehensive medical insurance package that covers life, medical, vision, dental and wellness benefits;
- Parental Benefit top-up;
- Company investment in Registered Retirement Savings Plan;
- Paid Vacation, Sick & Family Days accrued annually;
- Employee awards and recognition opportunities;
- Company investment in your career growth and leadership development

Travel, evening and weekend work will be expected.

If you are interested in this position, please email a cover letter and resume to careers@humanconcern.org with the subject heading **“Program Officer”**.

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.