

**JOB ANNOUNCEMENT**

**Job Title:** Program Manager II, Iraq Shelter/WASH

**Department/Country:** EMECA, IRAQ

**Position Type:** Full-time

**Job Location:** Dohuk, Iraq

**Band:** D

**FLSA:** Exempt

**Reports To:**                            Iraq Country Manager

**About CRS:**

Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need.

**Background**

In 2014, the Islamic State of Iraq and Syria (ISIS) has conducted a campaign to take Mosul and other strategic, oil-holding areas of Iraq and Syria, resulting in the displacement of people from those areas. Since taking Mosul on June 9, 2014, ISIS has continued to make gains. Since August 2014, the United States began airstrikes against ISIS targets combined with fighting between Peshmerga and ISIS. It is unclear what further impact this could have on displacement in and around the Kurdistan Region in Iraq. Currently, UN estimates that the number of IDPs in the Kurdistan Region has reached more than 800,000 people since January 2014.

CRS will assist and collaborate with Caritas Iraq and local partners to respond to: Potential gaps in meeting displaced people’s immediate needs for shelter, water and essential NFIs. The education and psychosocial needs of IDP and refugee children, while also preparing for longer-term (re)settlement with winterization and livelihood support. Funding will be from the US Government and other national, multilateral, and private donors.

**Job Summary:**

The Shelter/WASH Program Manager will manage shelter and WASH recovery field activities – with water and sanitation components – in Dohuk governorate in the Kurdistan Region in Iraq (KRI). The Shelter/WASH Program Manager will oversee subcontractors, material procurement and delivery schedule, site planning, and quality assurance in designated areas based on the target. The Manager will work closely with the NFI/Winterization manager on voucher programs for procuring appropriate winterization materials for informal shelters and unfinished buildings.

**Key Responsibilities**

**Program Quality and Management:**

* Lead the planning of all Shelter/WASH project activities and set high quality performance targets ensuring adherence to technical standards, best practices and donor guidelines.
* Spearhead the selection of Shelter/WASH project beneficiaries based on approved criteria and strategies, ensuring beneficiaries are consulted and their views taken into account at all stages of the program.
* Oversee the work of project teams during the preparatory works, assessments, technical requirements, selection of external entities in support of the grants/projects and ensuring compliance with CRS agreements and with statutory and technical legislation issued by appropriate government authorities.
* Support fields teams in carrying out selection, design, and construction/rehabilitation of appropriate village-level water and sanitation systems including: water treatment, excreta disposal, solid waste management, and construction of Water and Sanitation facilities.
* In collaboration with the Country Manager and Operations Manager, prepare contracts and documentation for works and oversee execution of those contracts.
* Together with the Hygiene Promotion Manager, integrate public health concepts into water, sanitation and hygiene activities.
* Ensure Shelter/WASH activities are integrated with other sector teams, such as Livelihoods, Protection and Accountability as appropriate.
* Ensure that the project engages locals and develops local capacity for longer term sustainability.
* Contribute to preparing plans, proposals, and budgets for project extensions and new projects.
* Ensure protection issues are fully considered throughout the project cycle with women, elderly, disabled and most vulnerable being included in decision making for all Shelter and WASH issues.
* Use appropriate project management tools to plan, review and track progress on projects implementation as well as on the utilization of project resources.
* Ensure the development and implement strong M&E systems using appropriate CRS tools and resources to maximize project impact on beneficiaries.
* Monitor project development and identify deviation from approved project plans and implement corrective measures when necessary to ensure that the partners meet the project objectives.
* Identify technical assistance needs for CRS and partners and take the lead in developing SOWs and follow up with TA from the region and/or external expertise as appropriate.
* Oversee management and maintenance of up to date documentation related to all projects approvals, monitoring and implementation in both hard and soft copies.

**Partnership and Capacity Building**

* Establish and maintain excellent collaborative working relationships with local partners.
* Manage relationships, negotiations and intensive communication efforts with partners in all phases of grant/project implementation, facilitates coordination with partners, including knowledge management, learning and capacity building for partner staff.
* Promote the involvement of partners at all stages of the project cycle.
* Identify both PQ and MQ capacity building needs and organize relevant support via follow up with CM, CR, EMECA and/or other CRS support as needed.
* Coordinate any support from the Country Office for ensuring strong communication with and support to partners.

**Programmatic Reporting**

* Ensure timely and quality preparation of donor project narrative reports, quarterly performance indicator tracking tables, baseline and final evaluation reports, as well as other reports needed/required by the local government, donors, the region or headquarters as per reporting schedule.
* Advise senior management about issues affecting project implementation, or key local issues affecting future grants/projects developments.

**Budgeting, Financial Planning and Compliance**

* Ensure grant/project management compliance with donor regulation.
* Ensure the review and timely submission of financial reports by partners working in close coordination with the finance team and other resource management staff in Country Office.
* In collaboration with CM and CR and the finance staff/department, review and analyze budget comparison reports and take necessary steps to ensure proper management and utilization of grant/project budgets.
* Ensure that systems are in place for the management of equipment and local procurement activities in support to grant/project successful implementation.

**Representation, Coordination, and Communication**

* Liaise with key non-government organizations (NGOs) and national, provincial, and local government, task-force teams and workshops, technical committee meetings, and coordination groups, as necessary.
* Represent CRS in discussions or meetings with government, non-government and UN agencies, cluster system as directed.
* Take part in regular team meetings, staff meetings, and program (technical) meetings with other implementing NGOs/Government agencies and institutions.
* Ensure systems are in place for the proper documentation of meetings and timely circulation of resulting information/outcomes.
* Mediate as necessary among local actors during project life.
* Contribute together with the Hygiene Promotion Manager to strategy and policy development in regards to the WASH and Shelter sectors in close collaboration with Global CRS Technical Advisers for Shelter and WASH.

**Supervisory Responsibilities:**

* Supervise and mentor project staff working on specific-based activities/sectors.
* Ensure timely and quality adherence to CRS Performance Management System for all staff under his/her supervision.
* Preparation of employee job descriptions, performance plans and performance appraisals for project staff.
* Ensure that CRS grant/project staff have the equipment and logistical support needed to carry out their roles/responsibilities.
* Develop and ensure implementation of training plans for the Shelter / WASH team.

**Agency-wide Competencies (for all CRS Staff):**

*These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.*

• Serves with Integrity

• Models Stewardship

• Cultivates Constructive Relationships

• Promotes Learning

**CRS Emergency Competencies:**

Each CRS staff member working in emergencies is expected to have the following competencies to fulfill his or her responsibilities and to achieve the desired results:

* Communicates strategically under pressure
* Manages stress and complexity
* Actively promotes safety and security
* Manages and implements high-quality emergency programs
* Proven organizational skills and ability to manage multiple tasks simultaneously.
* Strong verbal and written English communication skills.
* Excellent interpersonal communication skills.
* Proficient in the use of MS Windows and MS Office programs.
* Ability to work independently and creatively.
* Enthusiasm in working as a member of a team and willingness to learn.
* Ability to embrace the challenge of working under pressure.

**Supervisory Responsibilities:** Project Officer/Shelter-WASH

**Key Working Relationships:**

***Internal:*** Program Managers (Hygiene Promotion, NFI/Winterization, PQ/MEAL, CFS/Education), Country Manager, Iraq, Operations Manager, Field Operations Officer, CRS Technical Advisors.

***External*:** NFI/Shelter Cluster, WASH Cluster, OCHA, INGO’s, Kurdistan Regional Government officials.

**Required Qualifications and Experience:**

* Bachelor’s Degree in Engineering.
* Minimum 5 years’ experience working with NGOs, the Church or government agencies in planning or implementation of construction or infrastructure projects.
* Proven strong ability to provide technical assistance and expert advice to partners in infrastructure and related fields.
* Strong skills in assessing and developing partner capacity including institutional strengthening, mentoring and coaching.
* Experience in project management, planning, supervision, quality assurance and reporting.

**Required Foreign Language:** English Fluency, Writing and Speaking, Arabic and/or Kurdish helpful.

**Required Travel:** Over 75% travel around Dohuk Governorate.

**Work Environment:** Normal office environment, frequent vehicle travel to project sites.

**Disclaimer**:

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS’ talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

**EOE/M/F/D/V**