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| **CARITAS CZECH REPUBLIC** **Terms of Reference**  |
| **I. Position Information**  |
| Job title: Senior Project Developer Humanitarian Aid and Development Cooperation (HPRS)Supervisor: Head of HPRS Department (HOD) Duty station: Prague, Czech RepublicStarting Date: 17 March 2014 Time Allocation: 40 hours per week **REQUIREMENT: This position is open ONLY to candidates with an excellent level of written and spoken Czech. Non-Czech speakers/ intermediate Czech-speakers should NOT apply.**  |

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| II. Organizational Context  |
| Caritas Czech Republic (CCR) Department for Humanitarian Aid and Development Cooperation (HPRS) is a Department of the General Secretariat of CCR in the Czech Republic. HPRS cooperates with diocesan organizations and other Caritas structures in the Czech Republic to deliver humanitarian aid and development assistance abroad. In addition, HPRS also works to share information about development assistance in the Czech Republic through Global Development Education. CCR is a respected member of the Caritas Internationalis network, and enjoys a strong relationship with global CI partners. In line with the vision of Caritas Europa, CCR works in the Czech Republic and aboard to realize a vision of a civilization of love and justice where every human person can flourish and live in peace and dignity as part of one human family.   |

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| **III. Responsibilities**  |
| Monitoring and Evaluation of Existing Projects  | * Design improved project implementation tools and monitor their use by project teams.
* Monthly review of Program Manager reports on all CCR projects and supporting documentation.
* Providing Project Managers with monthly feedback to increase quality and consistency of CCR projects.
* Field visits to inspect project content and quality (4-6 trips per year to crisis and developing counties)
* Review of financial management practice of CCR operations in the field. Including budget tracking to ensure that the all project funds are spent efficiently.
* Review of procurement and asset management programs in the field to ensure proper procurement and use of CCR assets.
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| Project Development  | * Monitoring EC, Czech, US, UN and private funding opportunities for CCR around the world.
* Supervision of concept note and proposal writing in cooperation with project teams.
* Providing training for CCR staff in HQ and in the field on concept and proposal writing.
* Monitoring a tracking tool to harmonize all past, present and future CCR grant applications.
* Monitoring and updating CCR relationship with international donor partners (ECHO, EuropeAid, UN, USAID, etc).
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| General Management/ Coordination  | * Represent the HOD when the HOD is unavailable
* Represent HPRS within the Caritas Secretariat, with other Caritas structures in the Czech Republic and within the Caritas Internationalis (CI) network abroad when HOD is unavailable.
* Represent the department at the Czech Development Agency, Ministry of Foreign Affairs and other donors both Czech and foreign to lobby for financial support of the projects of the department.
* Represent CCR in coordination bodies in the Czech Republic, ie FoRS.
* In consultation with the HOD and the Caritas Secretariat management set realistic and efficient overhead levels and work with donors to have the institutional overhead earned by the department able to cover its operational expenses.
* Ensure that CCR is acting in accordance with the guiding principles of CI abroad in relation to national Caritas in intervention countries.
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| **IV. Recruitment Qualifications** |
| Education | Master’s degree in field relevant to international development assistance, or equivalent management-level experience |
| Experience | * Successful experience in grant writing for Czech and international donors
* Five years’ management experience in the field of non-profit management/ project cycle management (more experience appreciated)
* Project cycle management experience in the field of international humanitarian aid and development assistance (appreciated)
* Senior management experience in a field mission in the field of international humanitarian aid and development assistances (appreciated)
* Experience with the financial management of more than EUR 250,000 per year
* Experience working in a business or non-profit organization in the Czech Republic, resulting in an understanding of Czech regulations and laws that apply to non-profit operation
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| Qualifications:  | * Highly organized
* Experience working with a multi-national team
* A networking personality that looks to expand opportunities for growth and partnership
* Able to think strategically and design effective programs with concrete indicators of success
* Strong experience with technology and management tools
* Able to measure the true value and impact of development assistance
* Strong communicator and consensus builder
* Able to travel to challenging locations
* Ability to communicate effectively with church and societal leaders
* Respect for the special vision and mission of Caritas
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| Language Requirements: | * Fluency in written and spoken English (required)
* Fluency in written and spoken Czech (required)
* Knowledge Russian/ Arabic/ French is appreciated
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**Calendar**

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| Posting Date  | Thursday 12 February  |
| **Application Deadline**  | **Thursday 27 February 2014 9:00 AM**  |
| Staring Date  | Monday 17 March (or earlier)  |

**Application Process**

Send 1-page motivation letter **in English** confirming that you meet the requirements above and a CV in Czech or English to the address below on or before the application deadline. A written test in Czech and English will part of the selection process for second round candidates.

Send CV and cover letter to:

jobs@caritas.cz

Subject Line: Senior Project Developer

CV and Cover letter should be labeled as follows:

* Last Name, First Name, Project Developer CV
* Last Name, First Name, Project Developer Cover Letter

Only candidates selected for an interview will receive a response.

\*\*END\*\*