**PROGRAM SUPPORT MANAGER**  
  
**Starting date:** June 2014

**Contract Length:** 18 months

**Exact Job Location:** Gaziantep, Turkey with frequent travels within Turkey and possible missions in Syria depending on the security situation.

**Reports To:** Country Director

**Organisation context**

People in Need’s programs for war-affected Syrian population focus mainly on food security, material support (NFI distribution), WASH and emergency education. PIN operates several programs in 2 locations in Northern Syria (Idlib and Allepo regions) with its offices and field staff in Syria. Cross-border operations are managed from Turkey where PIN’s main office is established serving as administrative and logistics backing of program implemented directly or through partners in Syria.

**Main Duties & Responsibilities**

* Ensure timely and high quality reporting is done by all programmes to donors
* Responsible for project development and involved in proposal writing
* Responsible for monitoring structures are in place and data are regularly collected and analyzed
* Together with Head of Mission tracks programme status through internally developed monitoring tools , through monthly review meetings
* Ensure compliance to donor policies and procedures
* Back up and substitute Programme Managers during their leaves
* In consultation with the Head of Mission, plan HR needs, capacity building needs for senior staff and ensure sufficient human resources for the programme to meet its objectives
* Ensures coherent policy towards recruitment, remuneration and bonuses across the country programme
* Ensure that PIN is well represented and visible in the NGO community, amount key partners, and within coordination fora, delegating as appropriate to programme staff.
* Share responsibilities with Head of Mission for donor representation and discussions about funding opportunities
* Engage in advocacy and policy dialogues where appropriate, ensuring PIN represents the needs of its beneficiaries and based on its field experience in order to campaign for needed policies, donor commitments etc.

**Requirements for Applicants**

* Third level qualification (Diploma / Degree)
* Strong writing skills, experience with reporting and proposal development
* Three years relevant programme and management experience in emergency context
* MA/Diploma in related thematic subject (Food Security, Development, Health, Education, etc.) is a strong advantage
* Experience and knowledge of the rules of at least two out of the three following donors ECHO, OFDA, DFID is strong advantage
* Experience with working in insecure environments. Experience in Middle East highly desirable

**PIN offers**

* Possibility to gain interesting working experience within a professional, internationally recognized NGO
* Start up monthly salary 2 800 USD, per diem included
* Reimbursement of costs of visas and vaccinations
* Medical helpdesk and psychological consultation available on line
* Travel insurance
* Accommodation is in PIN guesthouse on PIN expenses
* 25 days of paid leave per year

**Interested candidates are requested to submit their CVs and cover letter to the email** [**HR@clovekvtisni.cz**](mailto:HR@clovekvtisni.cz) **. The closing date for the applications is May 15th, 2014. As a subject use “Program Support Manager – Syria”. Please note only the shortlisted candidates will be contacted, thank you.**