

## Protection Program Manager

Closing date for receipt of applications: 19<sup>th</sup> September 2018

<b>Job title:</b>	<b>Location:</b>
Protection Program Manager	Amman, Jordan, with frequent travel to field locations in northern Jordan
<b>Organizational unit:</b>	<b>Reports to:</b>
ICMC Amman	ICMC Director for Jordan and Syria
<b>Starting Date:</b>	ASAP

### ABOUT ICMC

The International Catholic Migration Commission (ICMC) is an international non-governmental organization whose mission is to protect and serve uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants - regardless of faith, race, ethnicity or nationality. In collaboration with governmental and non-governmental partners, and through a worldwide network of members, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC's operations are aimed to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, and migration and development.

### SCOPE OF WORK

The main duty of the Protection Program Manager will be to provide technical support for the successful implementation, monitoring, evaluation and reporting for ICMC's Protection projects in line with the donor requirements and ICMC internal policies. (S)He will be responsible for ensuring protection mainstreaming across all programs and providing direct managerial and technical support to the ICMC Protection Team, which provides psychosocial support, informal education, and GBV prevention and response activities to Syrian refugees and vulnerable Jordanians in Northern Jordan. The incumbent will also contribute to identifying new program initiatives and strategic approaches for the positioning of ICMC operations under the supervision of the Director for Jordan and Syria and in coordination with the ICMC Headquarters in Geneva. In coordination with the Finance Manager, the Program Manager will ensure ongoing monitoring of project expenditures. The position requires readiness to travel frequently from Amman to ICMC's Field Offices in Mafraq and Irbid.

### Key roles and responsibilities

#### Program management and strategy development:

- Support the Field Managersto drafts project reports (quarterly, intermediate and final) and relevant annexes in a timely and detail-oriented manner in coordination with relevant ICMC program staff and prepare draft responses to any project-related query from the donors and/or other stakeholder;
- Ensure timely and quality reporting on the project activities and progress on the targets as per the set deadlines, including regular production of narrative and financial project reports in coordination with the Finance Manager and under the overall supervision of the of the Director for Jordan and Syria;
- Lead program and implementation plan under the overall guidance of the Director for Jordan and Syria, and in monitoring the work of the Protection Project Officer;

- Perform any other duties as required by the program.

#### **Staff Management**

- Ensure all donor requirements, project goals and objectives are well understood and strictly adhered to by ICMC program staff;
- Supervise the Protection Field Manager and a team of caseworkers, social workers, teachers, counselors, and assistants operating out of the ICMC Protection Center in Mafraq City;
- Provide support to (2) Field managers, caseworkers, and volunteers in ICMC's field offices in Mafraq and Irbid, on protection mainstreaming, adhering to ICMC policies, monitoring and evaluation, and identifying protection-related training needs.
- Closely supervise, monitor and advise project staff on protection project implementation;
- Conduct regular site visits to project field locations to ensure direct staff support and detailed knowledge of activities;
- Plan recruitment needs in coordination with the Director for Jordan and Syria, draft ToRs for local vacancies, and assist with recruitment procedures and on-the-job training.
- Serve as ICMC's focal point for Protection from Sexual Exploitation and Abuse (PSEA), ensuring that all staff are aware of ICMC policies and procedures.

#### **Coordination and representation**

- Participate in all relevant inter-agency coordination and sectoral working group meetings, including Protection, Child Protection, SGBV, Education, and PSEA;
- Maintain regular contacts with ICMC HQ and with ICMC Liaison Offices as appropriate;
- As directed by the Director for Jordan and Syria, initiate contacts with partners for potential collaboration or project expansion, including UN agencies, INGOs, faith-based organizations and local NGOs.

#### **Program Development**

- Ensure protection mainstreaming and core protection principles are incorporated throughout program design and implementation;
- Support ICMC in adopting and maintaining a participatory approach to program development, taking in consideration the different needs of women, girls, men, and boys, and other particular groups of concern (elderly, people living with a disability, children and youth, home-bound, individuals with legal documentation issues, etc);
- Ensure incorporation of AGD (age, gender, and diversity) principles in all programming;
- Support the Program Officer to develop concept papers, proposals and situation analyses in coordination with the Director for Jordan and Syria and provide overall support during proposal submission phase.

#### **Monitoring and Evaluation**

- Undertake regular verification of all project activities and quality of casework;
- Incorporate SEA, misconduct, and protection concerns within all ICMC monitoring;
- Provide technical support to ICMC staff and volunteers to ensure monitoring on protection topics is conducted in a sensitive and culturally-appropriate manner;
- Undertake regular protection monitoring assessments using a qualitative and quantitative approach.

#### **Capacity Building**

- Identify gaps in knowledge among program staff on protection issues (child protection, SGBV, working with people with disabilities, psychosocial support, engaging men and boys, SEA, etc.), and organize trainings accordingly;
- Establishing a regular trainings schedule to be delivered to staff continuously throughout the program cycle on key protection trainings;

#### Other duties

- As required, the incumbent will also participate in capacity building, research and assessment efforts and prepare various other documents, including training curricula and meeting minutes;
- Perform any other duties as required by the program.

#### Qualifications and key competencies

- University degree in refugee or migration studies, human rights, social work, social sciences, development, or a related field.
- Minimum (3-5) years increasingly responsible working experience in the NGO sector, including experience with protection programming within an emergency or development context;
- Relevant field experience in a similar setting on designing and implementing creative responses to protection concerns;
- Proven multi-sector program experience;
- Excellent knowledge of refugee protection issues;
- Very good knowledge on community-based psychosocial support;
- Prior work experience in the Middle-East and/or proven knowledge of the Middle East region essential;
- Proven knowledge and experience in designing projects and evaluating the needs of refugees, IDPs and migrants;
- Previous experience in project monitoring and implementation;
- Previous experience in developing and facilitating trainings;
- Native level oral and written language skills in English. Arabic language skills an asset;
- Proven experience in successful program implementation, including proposal and report drafting (writing sample in English may be required);
- Solid research and analytical skills;
- Ability to work under tight deadlines and with minimal support;
- Ability to identify key strategic issues, opportunities and risks and to adjust flexibly to program needs and strategic priorities;
- Good command of MS Office applications and other computer programs;
- Excellent communication and team working skill;
- Readiness to travel frequently within Jordan, including in areas bordering Syria

#### How to apply

Interested candidates should submit a detailed *Curriculum Vitae*, a covering letter and two professional references with full and up to date contact details via email, to: [vacancy-jo@icmc.net](mailto:vacancy-jo@icmc.net)

**The closing date for receipt of applications is 19<sup>th</sup> September 2018**

Applications will be evaluated upon reception and interviews with shortlisted candidates may be conducted before the closing date. Referees may be contacted prior to the interviewing stage.

**Owing to the volume of applications, ICMC regrets that only applicants short-listed for an interview will be notified.**

**Please note that applications received after the deadline will not be accepted.**

ICMC is committed to diversity and equal opportunities for applicants and employees. ICMC strives to ensure equal employment opportunities and equal access to employment and does not discriminate on the basis of race, gender, colour, national origin, religion, physical or mental ability, marital status and age. Applications will be treated with strict confidentiality.

#### Conditions of contract



Restoring Dignity, Inspiring Change

The person selected for this position will be appointed for a continuing duration contract. Compensation will be commensurate with skills and experience.