

Vacancy notice

Inclusive Governance Portfolio Manager {Re-Advertisement}

Job Reference: CIV2410



CARE is an international development and humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development efforts and providing emergency assistance. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

CARE International in Vanuatu has a focus in Gender Equality, Disaster Risk Reduction (DRR), Inclusive Governance and Emergency Response and Recovery.

The Inclusive Governance Portfolio Manager leads on the development and implementation of projects within the Portfolio. The position requires a combination of expertise in strategic leadership and oversight to lead and manage a team, to effectively deliver on the program commitments across the program cycle, to facilitate new project development and undertake external representation. The Inclusive Governance Portfolio Manager is a proven and experienced development professional that manages key relationships with both internal and external stakeholders and manages a team of direct reports (including remote management).

This position is based in Port Vila, with travel required to project locations, nationally and internationally as required.

The major responsibilities will be varied and will include:

Strategy and Leadership:

- Lead the development and review of the Inclusive Governance Portfolio including projects within the portfolio.
- Identifies areas for investment by CARE developing its strategic positioning on inclusive governance aligned with the strategic intent articulated in CARE's Long Term Program Strategy and ensuring a stable portfolio of work.
- Plays a key role in the development of new project designs, including project concepts and supporting sourcing funding and partnership opportunities.
- Input into the development of high-quality proposals for submission to donors for governance and women's participation in decision making;
- Actively contribute to CARE Vanuatu's long program term strategy implementation through engaging in workshops and review processes and ensuring effective inclusive governance.
- Provide technical input on Inclusive Governance and demonstrate a commitment to CARE's approach and values including gender equality, ethnic diversity and cultural sensitivity and inspire leadership on these issues through the CARE Vanuatu team; and
- Strengthen the capability of other projects & support staff to be equipped with the necessary knowledge, skills and resources to effectively support integration of inclusive governance interventions.

Team Management:

- Lead the Inclusive Governance team, ensuring that all staff have a strong understanding of their roles and their contribution and accountability to delivering on program goals;

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply. **CARE is committed to protecting the rights of children and protection from sexual exploitation and abuse.** CARE reserves the right to conduct background checks and screening procedures to ensure both child and work safe environment

- Directly supervise 1-4 staff members including providing advice and guidance, managing performance, work plans, effective administration of leave, budget and other approvals, and preparing annual planning and performance appraisals;
- Together with the Program Director, identify critical staff needs in the team and coordinate with HR on recruitment and other HR processes;
- Provide effective staff support and development through direct supervision, ongoing coaching/mentoring, including promoting national staff leadership.

Program Implementation:

- Lead on program cycle management for all projects within the Inclusive Governance Portfolio;
- Oversee contract compliance throughout the program cycle, that project activities align with the project proposal and contribute to the achievement of the project goals and objectives;
- Ensure that regular reflection and review processes, to inform and identify required changes to strategies and approaches;
- Lead and support a culture of adaptive management within the team, in order to respond to reflection findings/recommendations;
- Ensure the program delivers high quality results and outcomes established in the program design document
- Work with the team to manage risks and overcome or adapt to project management challenges and obstacles;
- Maintain regular communication and consultation with key program partners and government to share and update on activities;
- Ensure that logistics, procurement, finance, security, and human resources needs of projects are coordinated with other staff to enable effective support to program implementation; and
- Produce high quality oral and written reports (in English) on program progress, including donor reports by required due dates.

Budget Management:

- Ensure effective and accountable budget management and monitoring across multiple project budgets;
- Ensure the efficient and proper use of project funds in line with the approved budgets and in compliance with CARE's finance manual and donor guidelines;
- Track and manage project expenditure through regular review of budget versus actuals, burn rates, costed work plans and transaction listings; and

Monitoring, Evaluation, Accountability and Learning:

- Develop and implement a Monitoring, Evaluation, Accountability and Learning (MEAL) plan which ensures that relevant information is gathered by program team members and is analysed in a participatory manner with relevant stakeholders with support from the CARE Vanuatu Gender and Program Quality team;
- Develop high quality reports and case studies that illustrate program progress and impact with support from the Gender Equality and Program Quality Team.

Representation:

- Develop and maintain effective relationships with relevant government ministries, local and international NGOs, the UN and other agencies at the national level relevant to the portfolio ;
- In coordination with the CD and Program Director liaise with relevant staff within donor agencies and contribute to relevant external positioning

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Required Qualifications and Skills

- Relevant Master's degree or equivalent and/ or 5-8 years relevant work experience, preferably in community development activities and skills transfer, capacity strengthening preferably for an International Non-Government Organisation (INGO)
- Excellent written and oral communication skills in both Bislama and excellent written and oral English
- Proven understanding of disaster risk reduction and climate change adaptation in the Vanuatu context
- Demonstrated understanding of gender equality and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity
- Demonstrated experience in effectively leading, people management and motivating a team
- Demonstrated strong leadership, decision making, problem solving, planning, analytical and influencing skills
- Demonstrated ability to develop and monitor budgets and to manage cash
- Demonstrated experience in effectively leading, people management and motivating a team;
- Ability to work under pressure and to organize and manage workload to meet deadlines and to work with minimal supervision
- Demonstrated honesty, maintaining confidentiality, reliable and trustworthy
- Representational skills including developing networks and relationships with other key stakeholders
- Proven understanding of working with an International Non-Government Organisation (INGO) and a willingness to learn about CARE, gender equality and women's empowerment activities
- Fully conversant in Microsoft Office with knowledge in Microsoft Word and Excel.

In return for your commitment, you will benefit from ongoing professional development and a comprehensive benefits package.

To find out more about this rewarding opportunity please send your cover letter and CV in English before **22 May 2024**, quoting the reference '**CIV2410**' as the subject of the email/letter.

Mail: Port Vila Susie Jacobus, HR Coordinator, PO Box 1129, Port Vila Vanuatu

Tanna Paul Shem, Senior Administration Officer CARE Office Isangel, Tanna

Email: vli.vacancies@careint.org

Only successful candidates will be contacted for interview. Those who have already applied do not need to reapply.

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