

Vacancy notice

Program Quality (PQ) Manager

Job Reference: CIV2225



CARE is an international humanitarian and development organisation fighting global poverty, with a vision to which focuses on empowering women and girls to fight poverty and bring lasting change to their communities. We work in over 80 countries around the world. We work with partners to achieve lasting results for marginalized communities.

CARE has been working in Vanuatu since 2008 helping communities to increase their resilience to disasters and climate change, respond to emergencies and to advance gender equality. CARE in Vanuatu has a long term program strategy which seeks to contribute to resilience and equality in Vanuatu where men, women, boys and girls enjoy equal rights and opportunities.

It has three programmatic portfolios (Gender Equality, Resilience, and Inclusive Governance) that involves a diverse range of donor funded projects, delivered in partnership with government and civil society.

We are currently looking for a Program Quality (PQ) Manager to lead the PQ unit. The PQ Unit is a program support function, which provides guidance and support to strengthen project design, Monitoring, Evaluation, Accountability and Learning (MEAL), program cycle management, and the implementation of program policies across all of CARE's programs and its partners. The Unit supports the ongoing capacity building of CARE in Vanuatu's staff and partners across these areas, and leads on updating and strengthening program cycle management systems and tools.

This position is based in Port Vila with travel required to program sites.

Your major responsibilities will be varied and will include:

- Support CARE in Vanuatu to monitor progress against its long term program strategy and to lead the Program Quality team to coordinate and strengthen CARE in Vanuatu's program quality systems and approaches including design, monitoring and evaluation of CARE Vanuatu's core programs.
- Oversee of the CARE in Vanuatu Communications Strategy
- Assisting the Program Director in program development by coordinating quality program design processes and inputting into the writing and reviewing of project proposals.
- Oversee the development and maintenance of tracking tools to monitor key project cycle and compliance deadlines.
- Ensuring staff awareness and application of program related policies and key strategies (including, but not limited to child protection and PSHEA policies, the CARE Gender Equality Framework, and Disability Inclusion and Partnership strategies).
- Support and monitor partner compliance with key program policies

Required Experiences and Qualifications:

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

- Minimum Bachelor's degree with a focus on monitoring and evaluation or research or equivalent and/or minimum 5-7 year relevant work experience, preferably for an International Non-Government Organisation (INGO).
- Excellent communication skills in Bislama and English.
- Excellent facilitation and training skills.
- Demonstrated understanding of gender equality and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity.
- Proven understanding of and experience in program quality and particularly design, monitoring, evaluation, accountability and learning concepts in the Vanuatu context including familiarity with theory of change approaches.
- Experience in supporting the development of policies, systems and tools.
- Experience in data management, database use and review and ability to suggest changes for improvement.

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.

- Demonstrated high level organisational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment.
- Demonstrated strong leadership, decision making, problem solving, planning, analytical and influencing skills.
- Demonstrated experience in capacity building and on-the-job training for staff.
- Demonstrated ability to take direction and to work as part of a team.
- Demonstrated honesty, maintaining confidentiality, reliable and trustworthy.
- Representational skills including developing networks and relationships with 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.
- Proven ability in managing a budget and/or cash.
- Fully conversant in Microsoft Office with knowledge in Microsoft Word, PowerPoint and Excel.

To find out more about this rewarding opportunity please send your cover letter and CV in English by 18 November, 2022, quoting the reference number "CIV2225" as the subject of the email/letter.

Mail: Port Vila: Nelly Daniel, Human Resource Manager PO Box 1129 Port Vila Vanuatu

Tanna: Paul Shem Senior Administration Officer, Isangel, Tanna

Email: vli.vacancies@careint.org

Only successful candidates will be contacted for an interview.

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