



JOB VACANCY

SOLIDARITES INTERNATIONAL launches the external recruitment of a

BASE	NWS
POSITION	Deputy Shelter Program Manager

PRESENTATION OF THE ORGANIZATION

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams – 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers – work with professionalism and commitment while respecting cultures.

DESCRIPTION OF THE POSITION

OBJECTIVES:

- **The Shelter Deputy Program Manager supports the Shelter Program Manager in the overall management of the activities implemented in the field and coordinate the program team under his/her supervision**
- **S/He is ensuring a minimum technical standard to all activities implemented.**
- **S/He guarantees the quality of all activities, and suggests necessary adjustments or developments to the Shelter Program Manager**

DUTIES:

The Deputy Shelter Program Manager will be required to:

Relevance, quality and design of project activities

- Support the PM in identifying appropriate methodologies for activities and sound technical solutions to local populations' needs
- Identify the necessary means and resources for activities including financial, logistics and human resources needs
- Ensure project activities are implemented in accordance with Solidarités International technical standards, humanitarian norms and standards as well as donor requirements
- Support the PM in ensuring activities reach the expected results and are sustainable
- Support the PM in preparing and developing new activities

Project implementation, monitoring and evaluation

- Plan and supervise the implementation of activities, in accordance with the project work plan, technical specificities and methodology validated by the PM

- Prepare and elaborate assessment methodology and reporting formats to ensure timely and high quality information gathering
- Participate to the creation of the monitoring plan, with the support of MEAL teams, and monitor activities' progress and make sure donors' and internal indicators are tracked, using SI standard tools for activities follow up
- Anticipate problems, report any constraints met during activities implementation, and propose appropriate solutions to the PM
- Propose activities adjustment to the PM according to context and target population changing needs
- Evaluate project results and impacts, supervise final project evaluation
- Contribute to project budget forecast and follow-up
- Take part in the purchasing process
- Assist the PM and Logistics Department in the follow-up of field stock, materials and equipment

Reporting/communication/representation

- Draft a number of administrative documents (e.g. MoU's) to be signed jointly with local authorities, communities and/or partners
- Draft monthly reports on the progress of activities, and provide updates as necessary
- Support the PM in drafting reports to donors or local authorities
- Ensure proper archiving of key documents and files and share them with the PM
- Immediately report any problem or information that could affect the projects/activities or the security of the teams to the PM.
- Ensure the collection and compilation of information about the progress of projects/activities from the field officers.
- Prepare and submit weekly update reports on the progress of projects/activities to the PM.
- Co-animate with the PM and actively participate in weekly meetings with all team members
- Represent SI on behalf of the PM and collaborate with relevant bodies: local authorities, camp management, beneficiaries, and any other relevant actors.

Human Resources Management

- Participate in the recruitment and induction of national program staff.
- Ensure the regular appraisals of staff members under direct line management are conducted
- Assist the implementation of training and capacity building of the team, under the lead of PM and in coordination with HR department as relevant.
- Partake in the assessment of team performance.
- Supervise and monitor potential conflicts within the teams and inform the PM in case of a problem. Monitor the teams to ensure that they are adhering to health and safety regulations.
- Ensure all staff comply with SI Code of Conduct, security protocols and internal regulation while carrying out all activities.

PROFILE FORSAKEN

Bachelor's degree in a relevant field such as Civil engineer, architecture or Social Work, Sociology, Psychology, Community Development, International Relations, or a related discipline. A master's degree in a similar field could be beneficial for advanced positions. Additionally, certifications or specialized training in community engagement, conflict resolution, communication, and project management would enhance the candidate's qualifications for the role.

Years of Experience: +3 Years in the same areas including 1 year in a similar position with management

Cross cutting skills:

- Strong Communication Skills:
- Empathy and Active Listening
- Conflict Resolution.

- Networking & building and maintaining relationships with local organizations, community leaders, and authorities to strengthen engagement.
- Problem-Solving
- Project Management
- Data Analysis
- Team Leadership
- Facilitation Skills

languages: Arabic + English.

Thank to send your application with a resume, cover letter, copy of diplomas, and work certificate, to SOLIDARITES INTERNATIONAL by Link :

PLEASE CHOOSE THE JOB TITLE (Deputy Shelter program manger) IN THE APPLICATION LINK :

<https://enketo.ona.io/x/qTO5tHXJ>

Deadline for submitting applications : 17-jan-2024