

## Job Description

### Head of Programmes, MEED Kabul, Afghanistan

<b>Location:</b>	Kabul
<b>With frequent travel to:</b>	Badakhshan and Takhar Provinces
<b>Department / Team</b>	Programme
<b>Responsible to:</b>	Country Representative
<b>Direct Line Management of:</b>	Programme Managers/Programme Team
<b>Functional reporting:</b>	Program Manager, HQ
<b>Length of contract:</b>	24 months with a possible extension
<b>Hours per week:</b>	40
<b>Salary Scale:</b>	Senior Manager Afghan scale
<b>Background:</b>	<p>Mission East is an international relief and development organisation working in crisis-affected countries in the former Soviet Union, the Middle East, Asia and Africa. We deliver emergency relief during disasters as well as long-term development assistance. We are based on Christian values. Mission East works to support vulnerable people and help local communities lift themselves out of poverty and marginalisation. We work directly with our beneficiaries or through local and international partners. We constantly strive to strengthen the relevance, effect, and sustainability of our programmes.</p> <p>More information on Mission East can be found at: <a href="https://missioneast.org">https://missioneast.org</a></p>
<b>Role Purpose:</b>	The HoP will maintain and further develop MEED's program portfolio and will ensure and oversee the quality of the MEED's programs, their alignment with MEED's strategic objectives and priorities, corresponding to the international standards and are compliant with the various donors' regulations. The HoP will lead a pool of programme staff and ensure the staff and partners have adequate capacity to deliver quality programmes.
<b>Key Tasks and Responsibilities:</b>	<p><b>Strategic Programme Design and Development</b> – provide strategic leadership and technical expertise to MEED Afghanistan programme, and work with the Country Representative (CR), Senior Managers, HQ to expand and bring diversity in programming and help increasing programme's funding portfolio. Monitor the funding opportunity within the pool of donors in Afghanistan and outside of the country.</p> <p><b>Quality Programme Implementation Management and Control</b> – ensure that all programme activities meet external and internal quality standards, are in line with international community, with the humanitarian and development priorities in the country and are fully accountable to the people it assists. This will involve regular review of projects, risk analysis, financial management and forecast and taking corrective measures as deemed appropriate. Conduct monitoring visits to the project sites to check the progress of the activities, including meeting with stakeholders and getting feedback from relevant stakeholders.</p> <p><b>Financial Management</b> – ensure effective financial management of all programmes. In collaboration with programme and finance staff, lead in preparation of programme budgets. Monitor programme expenditure through monthly financial reports on budgets vs actuals and ensure the program financial expenditure is on track. Alert the CR and HQ on potential challenges and actively take part in resolving those challenges.</p> <p><b>Grant Management</b> – oversee, coordinate, and collaborate with CR, Operations team, HQ team and other staff/partners in the preparation of grant applications, proposals, application amendments, budgets, and work-plans for submission to donors. Assure</p>

	<p>compliance with donor and organizational rules and guidelines in the management of grants.</p> <p><b>Staff Management</b> – day to day management of the program staff, ensuring the staff has access to the HoP to discuss program progress, challenges, and opportunities. In addition facilitate administrative needs of program team to ensure adequate support is provided for the team to perform their duties. Actively participate in staff wellbeing activities, including identification of activities required for the program team and their implementation. Conduct regular capacity assessment of the program team, including annual appraisals of the supervisees and build the staff capacity based on the identified needs.</p> <p><b>Coordination</b> – act as a focal point in coordinating programme activities with other support departments, ensuring that the support departments are engaged and informed about the programme, programme planning (especially procurement and cash flow). Ensure that adequate and timely support is provided to the program team to deliver timely and quality activities.</p> <p><b>Partnership Management</b> – lead in relations management with local partners, including periodical review of the partners’ technical and operational performance, capacity assessment and initiation of capacity building plans. Ensure that the partners implementation is in compliance with MEED policies and international standards and the relevant donors’ regulations.</p> <p><b>Networking and Representation</b> – network and represent MEED to partners, donors, and stakeholders at the country level in coordination with the CR. Represent MEED in coordination meetings with other NGOs and clusters coordination meetings.</p>
<p><b>Selection Criteria:</b></p>	<p><b>You must have the following experience and qualifications:</b></p> <ul style="list-style-type: none"> <li>• An advanced university degree (preferably Master's degree or equivalent) in development, social science, international studies, public administration, economics, engineering, earth sciences or a related field is required.</li> <li>• Solid (a minimum of 5 years) experience from the humanitarian sector, including in humanitarian programming, grants, and budget management with strong track record in proposal writing and reporting. Humanitarian donor relationship management is a major asset.</li> <li>• Field experience in emergency situations (complex emergency or natural disaster), working with local partners and agencies, and building capacities.</li> <li>• Proven experience in training and mentoring of programme teams, especially in program cycle management, humanitarian standards (such as SPHERE, CHS, Humanitarian Principles, etc.).</li> <li>• Experience in Disaster Risk Reduction programming is an asset.</li> <li>• Solid management experience of large teams.</li> </ul> <p><b>The ideal candidate will also demonstrate following personal skills:</b></p> <ul style="list-style-type: none"> <li>• Innovative with a strong interest in pursuing locally led and smart humanitarian programmes as well as other 'new' approaches to better aid such as cash based- or data driven programming.</li> <li>• Inclusive and able to work with colleagues and partners with diverse skill levels, language levels and perspectives (often through remote communication).</li> <li>• Motivated by a variety of tasks from strategic and decision making to cooperation and administration with a strong problem-solving ability, analysis skills and constructive attitude.</li> <li>• Self-motivated, able to work independently and committed to MEED values.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Fluent in spoken and written English. Knowledge of Dari or Pashtoon languages would be an asset.</li><li>• Commitment to the vision and values of Mission East.</li></ul> |
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**Other Requirements:**

- The Afghan authorities require periodical health check reports to obtain entry visa and extension of the visa within the country. Therefore, the HoP requires to meet the health criteria for Afghanistan.
- All staff are required to sign Mission East's Code of Conduct and Child Safeguarding Commitment.
- Mission East upholds high standards in all aspects of Safeguarding. In view of the nature of this role potentially requiring involvement with vulnerable individuals (including situations where there are potential imbalances of power), you will be required to provide a self-declaration and formal certificate of previous good conduct.
- Additionally, Mission East upholds high standards in Counter Terrorism (COTER) and sanctions regulation compliance. In view of this role's potential travel to and remote involvement with our field offices, Mission East will conduct a thorough pre-employment background check of successful candidates, including checking through the SDN sanctions lists.