

JOB DESCRIPTION

Job Title	Program Manager
Reports	Head of Development Cooperation
Job Location	Muscat, Sultanate of Oman
Contract Duration	3 years
Closing Date	29/01/2021

The Program Manager is responsible for supporting the delivery, monitoring and reporting of MEDRC's Development Cooperation program with an emphasis on financial program compliance. The program focuses on capacity building, training and knowledge exchange in the water sectors with and between the Core Parties of the Middle East Peace Process. Specific initiatives include the provision of scholarships, research support and training in this important sector. This is a mid-level position and an exciting opportunity to develop and deliver an expanded and meaningful programme. This role is hands-on and travel will be required from time-to-time. The successful candidate will have a background in project management and demonstratable experience of writing for a wide variety of audiences.

Duties & Responsibilities

Program Strategy & Development

- Deliver on the development targets set out in the MEDRC Strategic Plan
- Develop new initiatives as part of the program

Project Management & Implementation

- Develop clear work plans to ensure well managed projects
- Develop and contribute to internal organizational PEA
- Research, writing and development on issues relating to transboundary water for Development Cooperation's Transboundary Briefing Series
- Logistical and administrative support to MEDRC's trilateral and bilateral programs
- Day-to-day financial compliance

Project Evaluation

- Use appropriate M&E methods to assess results of projects
- Support Head of Department in delivering high quality, timely donor reports
- Contribute to organizational learning and internal reporting

PERSON SPECIFICATION

Experience

- At least 2-3 years' experience in a program management role with demonstrable skills in ensuring compliance with donor agreements and internal policies. International development background preferred. Project management certification PRINCE2 or PMP desirable.
- Proven experience in logistics and event planning
- Demonstrable experience in writing both for donors and other audiences
- Previous experience working in an international context with multilateral or governmental organizations desirable
- Experience of working with various actors (governments, civil society, private sector, academics) at different levels (local, national, multilateral)

Knowledge

- A solid understanding of the countries of the MENA region
- A Masters' Degree in International Relations, Development Studies or a related discipline (or equivalent senior experience) preferred
- Basic understanding of water technologies including desalination and wastewater is an advantage

Skills

- Extremely diplomatic with an ability to work in a focused and absolutely non-partisan manner. Strong inter-personal skills and the ability to develop and maintain trustful relationships with key actors
- Complete fluency in written and spoken English – (IELTS 7 minimum)- well developed presentation skills
- Ability to work in a small team
- Respect for gender, cultural and ethnic diversity

**Please apply in writing with a CV and covering letter outlining how you meet the above specification to MEDRC Head of Development Cooperation, Kirsten Winterman
winterman@medrc.org**