JOB DESCRIPTION

Position: Program Director, CARE International Secretariat
Supervisor: Secretary General
Direct reports: Head of Knowledge Management and Learning, Head of Emergency Program Quality, Head of Emergency Operations, Head of Gender Equality, Head of Global Advocacy
Location: Flexible, hosted in any country where CARE has a registered office
Travel: Approx. 30% travel

BACKGROUND
CARE International is among the world’s largest international non-governmental humanitarian relief and development organizations. Drawing on its 75 years of experience, through its confederation of 21 CARE member partners, as both a practitioner and thought leader, CARE International’s work reaches 100 countries worldwide to save lives, defeat poverty and achieve social justice.

Gender equality sits at the heart of CARE’s programmatic ambitions and targets for 2030, both as a goal in itself, and mainstreamed into all other goals. This focus on gender equality is demonstrated in how we work and how we achieve those goals. CARE responds appropriately in response to the context and will continue its humanitarian tradition in all of the areas where it seeks to have impact. CARE will leverage its dual mandate, knowledge and expertise to undertake nexus programming. CARE will contribute to the achievement of:

- Gender equality (SDGs 4 & 5)
- The right to food, water and nutrition (SDGs 2, 5 & 6)
- Economic resilience and justice (SDGs 5 & 8)
- The right to health, including sexual and reproductive health rights (SDGs 3 & 5)
- Climate justice (SDG 5 & 13)
- Working across the humanitarian-development-peace nexus (SDGs 1, 5 & 11)

POSITION SUMMARY
CARE International is currently seeking a Program Director with political acumen, strategic thinking and proven ability to lead the delivery of CARE’s 2030 impact goals.

Reporting to the CARE International Secretary General, managing a team of program experts and supported by CARE Member Partner Program and Humanitarian Directors, the Program Director leads CARE’s collective efforts to save lives and achieve impact on poverty and social injustice though the promotion of high-quality humanitarian, nexus and development programming. The Program Director leads the harmonization, coherence and alignment of standards and approaches across CARE’s program. S/he ensures enhanced quality, efficiency, accountability and learning within the Confederation to deliver on CARE’s goals paying particular attention to our global CARE program strategy (2030), our humanitarian mandate and gender equality.
A key aspect of this position is to ensure, with the support of the Secretary General and other CI staff, strong coordination around CARE’s advocacy efforts in support of program impact.

**MAIN RESPONSIBILITIES**

Specifically, but not limited to, the position:

1. **Provides line management** and support to a team of program experts. (approx. 20%)
   - Define job roles and responsibilities and ensure that positions are filled with competent people.
   - Set annual performance and development objectives and review performance annually.
   - Provide on-going guidance, support and feedback to supervisees.
   - Build team effectiveness and cohesion for impact.
   - Ensure annual plans are in place, resourced and are monitored.

2. **Ensures leadership and coordination** around CARE’s program impact goals with a particular focus on leading CARE’s global program strategy, gender equality, our humanitarian mandate and our influencing work. (approx. 60%)
   - **Leadership and coordination:** Ensure strategies and program frameworks; internal and external leadership; working groups/teams are in place to deliver upon and be accountable for impact goals.
   - **Support:** Ensure that technical support is provided in support of the achievement of impact goals. Ensure program monitoring, evaluation, accountability and learning for both internal and external audiences.
   - **Advocacy and Influence:** Ensure that advocacy strategies and targets are in place and ensure consistent, appropriate and timely action and messaging is directed to key external target audiences; ensure that CARE takes part in appropriate networks and alliances to achieve the impact goals.
   - **Develop:** Ensure that key donors and partnerships are identified and updated and that capacity statements are in place in support of high quality proposals and other fundraising activities to achieve program impacts.
   - **Learn:** ensure that an annual report reflecting progress against impact goals in produced and uses participant and impact data; ensure the production and dissemination of technical guidelines and learning products; ensure the management and communication of program impact, information and knowledge management approaches across CARE International to advance learning, program effectiveness, fundraising and advocacy.

3. **Ensures accountability and representation** (approx. 15%)
   - **Accountability:** Report on CARE’s program work to the Board. Report CARE’s contribution to the relevant Sustainable Development Goals and ensure relevant external reporting (e.g. Core Humanitarian Standards; FairShare; Global Heath 50/50).
   - **Representation:** Represent CARE International in line with program impact goals in appropriate international forums. Lead CARE’s humanitarian representation, advocacy, media and communication work externally.

4. **Participates in CARE International Secretariat management and governance** (approx. 5%)
   - Member of relevant secretariat management teams to contribute to effective management of Secretariat staff and resources.
Member of and representative to relevant CARE International governance groups and working groups.

**KEY WORKING RELATIONSHIPS:**

**Internal:**
- CARE international Secretary General
- National Directors, Operations Directors, Program Directors and/or Humanitarian Directors of CARE Members
- Strategic Leadership Team on Program Quality and Impact
- CARE emergency group members
- Impact area leads and teams (the Program Strategy Team)
- Senior Program Quality Colleagues across the membership (e.g. Deputy Regional Directors, Country Directors and Assistant Country Directors,)
- Working groups and committees whose mandates include responsibility for program quality; advocacy, media and communications, humanitarian, gender equality and knowledge management.

**External:**
- Peer Program/Humanitarian Directors
- International organizations (e.g. United Nations)
- Media, donors

**QUALIFICATIONS & EXPERIENCE:**

- A Master’s degree in a relevant field or a bachelor’s degree and commensurate experience
- At least 10 years senior management in complex confederations/organizations in both humanitarian and development contexts including at least 5 years working in country or in regional programming positions, preferably with international agencies
- Demonstrated experience in leading complex emergency responses and long-term development programs
- Experience working for international non-governmental organizations, Secretariats or confederated organizations
- Demonstrated experience of networking with major humanitarian and development actors including the UN, governments and institutional donors
- Proven understanding of, commitment and action to promote gender equality and diversity
- Demonstrated success in building consensus among diverse stakeholders and working with virtual teams
- Proven effectiveness in coordination and facilitation, an ability to mobilize and leverage capacity from others, to influence and network
- Strong knowledge of the humanitarian and development sectors including principles, trends and evolving roles, standards and an understanding the link between humanitarian and development work
- Political acumen, leadership, team management and team building
- Strong analytical and strategic thinking skills
- Representation, communication skills
- Fluency in English is required and one other language (French, Spanish, Arabic) desired
CARE offers the chance to work with a great team and make a difference to the world. CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives or partners. CARE International reserves the right to seek information from job applicants’ previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant’s employment with that employer.

By submitting the application, the job applicant confirms that s/he has no objection to CARE International requesting the information specified above.

**How to apply**

Interested and qualified candidates should submit their CVs and a brief covering letter of interest in English to cirecruitment@careinternational.org by July 24th, 2020. Only short-listed candidates will be contacted.


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*CARE seeks to improve the lives of the most marginalized, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply.*