

Job description

- Title:** Programme Manager
- Location:** Based in The Hague/remote with 60% travel expected in Ukraine
- Period:** Starting June 2022, for a period of 12 months
- Reporting to:** Senior Programme Manager, Holistic Care (HC)

About Us

*The **Dr. Denis Mukwege Foundation** is an international human rights organisation working together with survivors of wartime sexual violence from around the world. Established in 2016, with headquarters in the Hague and Geneva, the Dr. Denis Mukwege Foundation supports survivors' demands for a world where sexual violence as a weapon of war is no longer tolerated, and bears consequences for individual perpetrators and states. We work for a future where survivors receive the holistic care & compensation, they need to rebuild their lives. We create opportunities for survivors to speak out and be heard, and where they can organise to create change, influence policies, and demand justice and accountability.*

We are working towards a future where sexual violence in conflict is no longer seen as inevitable but is recognised for what it is: a crime that should have consequences. We want the international community to draw a line against wartime sexual violence and to hold states and individuals accountable. See also www.mukwegefoundation.org.

Job Overview

In addition to its work connecting survivors in a global movement and supporting the work of national survivor networks, the Mukwege Foundation (MF) collaborates closely with its sister organisation in Democratic Republic of Congo (DRC): Panzi Foundation DRC, to roll out Panzi's holistic One-Stop-Centre (OSC) model of care for survivors of sexual violence in other conflict-affected countries. This international roll-out includes 1) capacity building efforts using a linking and learning approach, 2) financial and other support to national and local multisectoral actors in the provision of holistic care to survivors of sexual violence and conflict-related sexual violence (CRSV) and 3) advocacy on national, regional and international levels.

Since 2018, MF has been engaged in Ukraine, working closely with its partner, the Eastern Ukrainian Centre for Civic Initiatives (EUCCI) and the Ukrainian arm of the Global Network of Survivors of Conflict Related Sexual Violence (SEMA Ukraine). Since the start of the crisis in February 2022, the Foundation has been supporting members of this network and the work of EUCCI to facilitate access to shelter for displaced persons and survivors. In April 2022, under the invitation of the Commissioner for Gender Equality Policy, a joint scoping mission was conducted by the Global Survivors Fund (GSF) and the Mukwege Foundation (MF) to assess how best the sister organisations could support Ukraine in strengthening a holistic approach to the prevention and response of CRSV.

Based on the findings and recommendations emerging from this mission and overall scoping efforts in the last months, the Foundation is in the early stages of the development of a programme to strengthen survivor-centred, holistic response to CRSV, in the current Ukraine context, including access to justice. This comprehensive programme is based on the specialised expertise of Panzi in DRC and the experience of MF in other conflict-affected contexts. The programme will include three key intervention areas: 1) strengthening technical capacities for ensuring holistic care for CRSV survivors, 2) strengthening knowledge and awareness in communities on how to access holistic care services and 3) strengthening the delivery of holistic care services using the Panzi OSC model.

To implement this ambitious programme, MF is developing a coalition of different international actors, many of whom, have worked together with Panzi in the past on the development of its holistic and comprehensive care model, to come together to collaborate on this holistic approach to CRSV response in the context of the Ukraine crisis.

The main responsibility of the Programme Manager will be to support the development and implementation of this holistic CRSV response programme in Ukraine, in close collaboration with Ukrainian survivors, governmental and civil-society counterparts and other national and international partners. The Programme Manager will maintain the overall oversight for the programme in Ukraine and will receive financial/administrative support from a Project Officer and MF's Project Controller. He or she will also receive supervision and technical guidance from the Senior Programme Manager, Holistic Care and will collaborate closely with other HQ-based Programme Managers, for technical inputs as needed. He or she will play a key role in negotiating partner contracts and managing partner relationships, supporting partners in implementing programme activities and objectives, as well as contributing to global advocacy on bringing an end to sexual violence in all conflicts around the world.

Main Responsibilities

Technical role

- Maintain oversight and ownership of the overall programme strategy in Ukraine.
- Convene the programme's technical committee, representing experts from the different framework/technical partners who will contribute to the holistic response programme.
- Under the guidance of the Senior Programme Manager, lead the development and delivery of a comprehensive and integrated training package on holistic care for CRSV survivors, including different components: in-person trainings, live and pre-recorded online sessions, digital learning resources and/or platform.
- Ensure the translation of different training resources and learning material into Ukrainian and support their dissemination.
- Take the lead in identifying the support needed and ensure the accompaniment of key institutional partners in Lviv and Kyiv, Ukraine, in implementing the Panzi One-Stop-Centre holistic model of care.
- Ensure the alignment of the overall programme activities with the Framework agreement and the principles and guidelines of the Panzi survivor-centred and holistic OSC care model.
- Provide guidance to all programme partners on the principles and ethics of survivor-centred holistic care.
- Represent MF in different working groups to fulfil the technical assistance role to overall holistic CRSV response in Ukraine.

Programme management

- Ensure the application of all relevant programme management tools (PMME toolkit, workplans, partner reporting template, indicator tracking).
- Develop partner contracts and sub-grantee agreements with relevant international and national partners.
- Review proposals, budgets and reports submitted by framework (technical) and implementation partners participating in the programme.
- Manage partner relationships including ensuring follow-up on the implementation of project activities, the respect of contractual obligations, quality of care standards, and safeguarding requirements...
- Develop or ensure the development of relevant documentation for each programme activity or component (Terms of reference, learning tools, reporting).
- Collect data for monitoring, evaluation, research and learning purposes including for preparing internal and external/donor reports.
- Conduct coaching for implementation partners, according to the needs, on programme or financial management.

Representation and advocacy

- Represent MF to relevant national Ukrainian government authorities responsible for international assistance cooperation efforts.
- Ensure the respect of all relevant guidelines for international assistance partners in Ukraine.
- Represent MF to relevant city and regional government authorities, in particular in Lviv and Kyiv, where the programme will focus on in its first year of implementation.
- Represent MF in different working group and coordination meetings on the national and regional levels.
- Represent MF during different advocacy events and meetings in-country.
- Prepare advocacy briefs and other tools for international awareness-raising and advocacy work together with MF Communication Specialist.
- Responsible for supporting visits and missions from MF staff and experts and the missions of other partners involved in the programme's implementation.

Fundraising

- Identify potential new fundraising opportunities to enable the roll out of the country programme.
- Prepared concept notes and budgets for new proposals as required.

Administration

- Accountable for the application of all financial management tools by partners, programme staff or consultants including funds disbursement requests, bank and cash books, expense claim forms, financial reports...
- Accountable for the finalisation and submission of monthly financial reports to MF HQ.
- Accountable for preparing donor financial reports for submission to MF HQ.
- Responsible for updating the expense tracker tool monthly.
- Responsible and accountable for applying MF's country operations manual in the context of Ukraine.

- Accountable for ensuring the respect of high standards in terms of programme management and stewardship of funds.

Cross-cutting

- Responsible for applying MF's safeguarding policies in the context of Ukraine including the code of conduct, integrity policy and a complaints mechanism.
- Responsible for ensuring the respect of core principles in the implementation of the programme including Do No Harm.
- Responsible for ensuring that survivors are centred throughout the development and implementation of the program.
- Ensure strong liaison and connection between the global programme team, the international Holistic Care programmes and the programme in Ukraine.

Profile and qualifications

- Bachelor required; Master level qualification recommended
- Progressive international career with a minimum of 5 years in programme management in the development/humanitarian sector
- Multi-country, multi-region experiences
- Proven affinity and experience with programming for victims/survivors of CRSV/SGBV (health, MHPSS, psychosocial, legal and protection) and a strong commitment to survivor-centred approaches
- Demonstrated management and coordination experience, preferably gained in different organisations and/or a network setting
- Leadership by example and proven skills in building and maintaining a culture of trust and fairness
- Demonstrated experience in implementing country strategies
- Experience with donor and partner relations
- Ability to represent and present programmes, internally and externally
- Experience in negotiating with governments, multi-lateral, and non-government agencies
- Well-developed diplomatic skills (empathy, representation, negotiation)
- Flexible and proven ability to adapt and respond to the changing environment and to constructively create opportunities for change through active participation
- Strong communication and writing skills
- Fluent in English, Ukrainian a valued asset

What we offer

- 1-year contract based on 40 hours per week with possibility to extend
- Full-time gross salary range of € 3818 – € 4925, depending on experience
- 8% holiday allowance and 25 holiday days
- Communication and commuting allowance
- Pension contribution

dr. Denis
MukwegeFoundation

www.mukwegefoundation.org - info@mukwegefoundation.org

How to apply

Please send your cover letter and CV to Brynn Campbell at vacancies@mukwegefoundation.org.

Start date: as soon as possible.