

International Program Coordinator for DRC (80%)

Fixed term contract for 24 months

Context of the position:

SOS Children's Villages Belgium (SOS Belgium) is a non-governmental social development organization that has been active in the field of children's rights since 1963. SOS Children's Villages Belgium is a member of SOS Children's Villages International, an international Federation present in 135 countries, that has been supporting children without parental care or at the risk of losing it for more than 70 years.

SOS Belgium is active both in Belgium and at international level, through direct financial and technical support to programmes implemented by the local SOS Children's Villages association.

SOS Children's Villages Belgium is engaged in a long-term partnership with SOS Children's Villages DRC (SOS DRC) thanks to institutional and private funding and currently supports the SOS Children's village in Kinshasa, as well as family strengthening programmes in several locations of DRC.

Thanks to an institutional funding opportunity from Brussels International and the city of Brussels, SOS Belgium is able to support the start of a family strengthening programme in Kinshasa. The funding is for a two-year period starting from December 2020.

Additionally, and in view of the evolution of the context and of the needs of the programme beneficiaries, the SOS Children's Village in Kinshasa - which provides alternative care for 150 children and youth - is in a process of program change that requires specific follow-up.

Objectives of the position:

The International Programme Coordinator for DRC will:

- be responsible of the management of a family strengthening programme in Kinshasa, in collaboration with the implementing partner, SOS Children's Villages DRC (30% of his/her time)
- be supporting change management in DRC for the adjustment of the Children's Village in Kinshasa, while contributing to empower and to ensure the transfer of knowledge to SOS DRC during the whole process (30% of his/her time)
- be contributing to the preparation of the new DGD (Belgian cooperation agency) 5-year programme cycle, with a specific focus on DRC, and to the submission of project proposals for institutional funding opportunities (20% of his/her time)

Main tasks:

1) Programme coordination (family strengthening programme in Kinshasa) - 30%

- Sets the necessary frameworks to ensure proper programme implementation

- Ensures follow-up of programme implementation, provides advice and technical support when needed, organizes regular coordination meetings
- In close collaboration with SOS DRC, suggests any adjustment that might be necessary for the programme implementation
- Checks the budget implementation and all project supporting documents provided by SOS DRC before submission to the donors
- Prepares and submits the necessary narrative and financial reporting to the donors
- Ensures regular communication and collaboration with the programme partners based in Belgium
- Ensures capitalization of programme results

2) Support to change management - 30%

- Supports the preparation processes and validation of concept notes and related budgets for Kinshasa (alternative care, youth programme and reintegration project)
- Supports SOS DRC during the implementation process for Kinshasa programme adjustments: helps with process coordination, monitoring & evaluation and necessary adjustments
- Focuses on empowering SOS DRC throughout the whole process, including thanks to transfer of knowledge
- Coordinates the report (narrative and financial) of the change process and lessons learned

3) Support to the submission of proposals for institutional funding - 20%

- Supports the preparation of the new DGD 5-year programme cycle (2022-2026) by participating in needs assessments, project development workshops and contributing to the elaboration of the written project proposal
- Supports the development of the institutional funding portfolio (international, EU and Belgian donors) through identification of funding opportunities, networking with potential donors, preparation and submission of project proposals with local partners

Working conditions and profile:

This position is part-time (80%) for a fixed duration of 24 months.

This position requires field presence with up to 40% of the work time to be spent in Kinshasa (regular missions of an average of 2 to 3 weeks).

The expected profile is the following:

- Advanced university degree in political or social science, international development, human rights, or a related field
- At least 3 years' experience in programme elaboration and management, including institutional funding, and an experience in change management
- Experience in the humanitarian/development field is mandatory
- Experience in working with a local partner and an international federation
- Good knowledge of DRC strongly preferred
- Good knowledge of alternative care, youth programmes and development programs focused on economic strengthening and community mobilization
- Good management, coordination and communication skills

- Persistence and ability to meet deadlines
- Ability to work constructively with colleagues from varied cultures and professional backgrounds
- Prepared / willing to travel up to 40% of his/her time in this position
- Flexibility in handling the position between field missions and presence in the Brussels office
- Fluency in French and English
- EU citizenship or labor permit for Belgium required

Our offer:

- An exciting opportunity to contribute to the improvement of the rights and welfare of many children and their communities, within a highly motivated, professional, committed and international team
- A part time job (31,2 hours per week - 4 days)
- A competitive salary, meal vouchers, partial refund of transportation expenses
- Earliest starting date: asap

If you are interested in this position, please send your detailed e-mail application by 9 February 2021 to job@sos-kinderdorpen.be with:

- CV
- Cover Letter (please indicate when you would be able to start)
- 3 references

We encourage swift applications and reserve the right to start processing applications as they come in.