



## Senior Program Coordinator

### **General purpose of the position:**

The Senior program coordinator is responsible for overseeing the administration, programs and strategic plan of the organization.

This is a leadership position requiring an experienced senior-level professional.

It is 32H /week, to be based in Belgium.

**For all tasks:** The job holder respects the confidentiality of all administrative, financial and HR information.

**Key:** innovator, passion and sustainability.

**Reporting to:** Chairwoman.

**Responsible of:** HQ Team and collaborating with CM and HR.

**Collaboration with:** SB consultant.

**Contract:** 32H/ 3 Years.

Under the supervision of the Chairwoman, The Senior program coordinator is responsible for:

- **Grants Management and partnership management.**
- **Development and Planning Strategic Management, Research, Analysis and Leadership.**
- **Operational Management.**
- **Internal and External Relations.**

Main responsibilities and tasks:

- The Senior program coordinator will be responsible for implementing all administrative/program strategies within the required time frame and regulations.
- Coordinate all program revisions and budget realignments on large strategic grants, such as **EU funds, ESC, Foundation and governmental funds.**
- Lead in the development of SB fundraising strategy.
- Lead in drafting sub-grant agreements and modifications, acting as focal point with HQ for review and approval, and facilitate signature by SB and partners.
- Build capacity of the Grants and Partnerships Officer.
- Leads efforts to represent the program in internal and external events and to disseminate information about SB's programs and research findings.
- Plays a lead role in proposing **innovative** research and programming to advance SB's mission.
- Liaises closely with key stakeholders around the world.

- Oversee the management of contracts, procurement, and operations.
- Collaboration with the HR for the hiring and retention of competent, qualified staff.
- Ensure efficient and functioning operation systems.
- Foster inter-departmental linkages, communication, and synergies within SB.
- Implement and foster adherence to the established SB policies, regulations, guidelines, and procedures.
- Maintain clear responsibilities outlined for management, programs, finance and the operations departments that yields timely, high-quality submissions.
- Participates in strategic planning sessions.
- Perform monitoring, research and analysis into donor strategies and develop donor mapping tools to support opportunity identification.
- Coordinate proposal and project/program revisions (issuing and management of timelines and development processes, writing and editing as needed, providing review, liaison with reviewers, etc.).
- Ensure the local quality assurance systems are developed and followed.
- Provide staff with direction and input and prioritize technical expertise according to program needs.
- Responsible for the coordination of quarterly meetings, project kick-off and closure meetings, and the Annual Review meetings.

- **Other**

- To perform any other work-related duties if applicable.

- **Education**

- A post-graduate degree in relevant social disciplines such as international relations, social sciences business administration, management, law/human rights

- **Professional Experience**

- At least 10 years of work experience with at least 5 years of senior nonprofit management experience.
- Work experience in writing EU funds, ESC and to private sector.
- Work experience in complex humanitarian setting.
- Work experience in the Middle East is highly desirable.

- **Professional Requirements (Competencies):**

- Demonstrated experience in staff supervision with cultural diversity, with experience of local recruitment and remote management
- Excellent level of understanding in humanitarian principles and standards.
- Strong analytical and conceptual skills with the ability to see both the big picture as well as micro issues.
- High-level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.

- Solid organizational abilities, including planning, delegating, program development, and task facilitation.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- A history of successfully generating new revenue streams and improving financial results.
- Experience and skill in working with a Board of Directors.
- Strong public speaking ability.
- Strong understanding of MEAL in complex programmes;
- Extensive experience in representation and networking, in particular with Government authorities, EU, humanitarian and development actors.
- Experience in writing successful funds.
- Experience of managing budgets and multiple donor contracts.
- Leadership.
- High respect and adherence to confidentiality.
- Practical and problem-solver.
- Ability to travel to ME.
- Readiness to commit and adhere to the values, mission and vision of SB.
- Flexibility to respond to changing nature of humanitarian context and operational difficulties

- **Languages**

- Fluent and articulate in English and French (speaking, writing, reading) is essential.
- Arabic would be great asset (speaking and reading)

- **How to apply**

- Please send your application to the following email address: [jobs@sboverseas.org](mailto:jobs@sboverseas.org) with the subject line 'Senior program Coordinator' with the following:
  - A thoughtful cover letter that includes why you are interested in this position at this point in your career.
  - CV.
  - Reference.

- **Please note:**

- **Incomplete applications will not be considered. Please review qualifications and competencies carefully; unqualified candidates will not be shortlisted.**
- **Only shortlisted candidates will be contacted.**
- **The position will remain open until filled. If you do not hear from us within two weeks of your submission, please consider your application unsuccessful on this occasion.**