

## JOB DESCRIPTION

<b>Job Title</b>	<b>Development Cooperation Program Manager</b>
<b>Reports</b>	<b>Center Director</b>
<b>Job Location</b>	<b>Muscat, Sultanate of Oman</b>
<b>Contract Duration</b>	<b>3 years</b>
<b>Job Purpose</b>	
<p>The Development Cooperation Program Manager is responsible for the continued development, fund-raising, monitoring, reporting and donor relations for the MEDRC Development Cooperation Programme. This programme 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 senior position and an exciting opportunity to design, develop and deliver an expanded and meaningful programme. This role is hands-on. The successful candidate will have demonstrated practical delivery in a similar position for a minimum of five years.</p>	
<b>Duties &amp; Responsibilities</b>	
<p><b>1. Program Strategy &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Strategic Leadership - Lead the development and implementation of the MEDRC Core Party Program.</li> <li>• Deliver on the fundraising and development targets set out in the MEDRC Strategic Plan.</li> <li>• Propose and develop new initiatives as part of the program.</li> </ul> <p><b>2. Project Design and Fundraising</b></p> <ul style="list-style-type: none"> <li>• Design and expand projects within framework of MEDRC mission and program parameters.</li> <li>• Provide funding research and intelligence.</li> <li>• Lead the Grant-Management and Reporting function, including logical framework and grant/proposal-writing.</li> <li>• Coordinate the proposal development process, including development of project work plans, logical frameworks, budgets and schedules.</li> <li>• Contribute to diversifying MEDRCs donor base and use of differing funding mechanisms.</li> </ul> <p><b>3. Project Management, Implementation &amp; Evaluation</b></p> <ul style="list-style-type: none"> <li>• Ensure high quality, timely donor reports.</li> <li>• Coordination of all projects under the program.</li> <li>• Ensure all projects are effectively project managed.</li> <li>• Liaise with donors and partners to ensure good relationships and mutual support.</li> <li>• Use appropriate M&amp;E methods to assess results of projects.</li> </ul>	
<b>Travel Requirements</b>	
<p><b>Position is based in Muscat, Sultanate of Oman. Some travel (circa 10%) may be required from time-to-time.</b></p>	

## PERSON SPECIFICATION

<b>Talents</b>
<b>Experience</b>
<b>1. Minimum 5 years' experience in a similar position.</b>
<b>2. Program Strategy</b> Demonstrate that they have taken a large program through all stages from idea through funding through implementation.
<b>2. Program Management</b> Managed a large program in a timely and efficient way, including effective budget design and oversight, donor reporting and compliance.
<b>3. Program Development/Fundraising</b> Successfully identified, sought and secured significant program funding from a broad base of institutional donors. Significant experience in proposal development, logical framework development and donor reporting.
<b>4. Grant and proposal-writing</b> Demonstrable personal hands-on experience of successful grant-writing and proposal- writing to a broad base of donors.
<b>5. Advocacy &amp; Communications</b> Developed and delivered motivational communications campaigns relevant to the program through online, written and person presentation.
<b>6. Experience of working in an INGO/International Organization/Other in a similar capacity.</b>
<b>Knowledge</b>
<b>1. A Masters' Degree</b> - International Relations, Development Studies or a related discipline. - (Or equivalent senior experience)
<b>2. An understanding of the political, social and economic issues affecting the region.</b>
<b>3. Expertise in issues and debate around water in the region.</b>
<b>4. An understanding of the countries of the MENA region.</b>
<b>Skills</b>
<b>1. Initiative, Ambition &amp; Creativity.</b>
<b>2. Complete fluency in written and spoken English – (IELTS 7 minimum).</b>
<b>3. Ability to work in a small team with strong interpersonal and people management skills.</b>
<b>4. Extremely diplomatic with an ability to work in a focused and absolutely non-partisan manner.</b>
<b>5. Respect for gender, cultural and ethnic diversity.</b>