



Program Operations Manager, Humanitarian Assistance, Ukraine

Job Title:	Program Operations Manager, Humanitarian Assistance, Ukraine
Level and Grade:	Manager Grade 70
Job Type:	Full time – Remote, DC Preferred
Reporting Manager:	Chief Humanitarian Officer
Department:	EVPO/HA
Office:	Ukraine
Date:	July 2022

Job Brief:

About Corus:

Corus International leads an ensemble of social impact organizations working together in the world's most fragile settings to deliver the holistic, lasting solutions needed to overcome the interconnected challenges of poverty, health care access and climate change. Corus is a new model in the international space, creating a consortium of specialized non-profit and for-profit entities for greater impact. Additional growth is expected.

Corus combines over 150 years of experience of our non-profit and for-profit subsidiary organizations – LWR, IMA, CGA Technologies, Ground Up Investing, and LWR Farmers Market. Together, the organizations take a systematic approach to grow rural economies, eliminate extreme poverty, ensure access to quality healthcare, and respond to urgent humanitarian needs in fragile settings.

Further details about the organization can be found at <https://corusinternational.org>

Position Summary:

The Humanitarian Assistance (HA) Program Operations Manager is responsible for organizing and coordinating the technical, administrative, logistical and managerial support for Corus project implementation and program development focused on Corus Ukraine Response programming and additional HA programs as needed. This position will serve as a primary liaison between country office(s) and headquarters and is expected to communicate with key internal and external stakeholders including international finance, compliance, country program staff, sub-recipients/contractors, consultants, and donor representatives regularly. The position incumbent will be expected to monitor adherence to contracts, grant agreements, and work with the partner organizations to help them reconcile milestones and impact reporting. The incumbent will participate and represent Corus in relevant UN Clusters and technical groups. The HAPOM works as a member of the HA team and ensures that field needs for program management, development and technical support are met.

Key Result Areas:

- Develop and support implementation of assigned project work plan.
- Monitor the progress of activities and keep Chief Humanitarian Officer and key HA stakeholders informed of progress, achievements, issues challenges and concerns on a regular basis.
- Contribute to documentation of lessons learned and innovations of the activities
- Serve as CORUS representative within country project stakeholders.
- Track and manage consultant hires, milestone reporting and closely liaise with the procurement department.
- Monitor activity expenditures in collaboration with the Finance and Administration Officer and Senior Program Advisor for the project (s)

Roles and Responsibilities:**1. Humanitarian Operations, Coordination and Administrative Support:**

- Manage the effective and efficient administration of the Ukraine Humanitarian response project(s)
- Monitor and participate in the development of reporting data for UN cluster as well as broader needs.
- Manage the engagement with relevant external stakeholders (landlords, service providers, etc.) on assigned Humanitarian Team administrative matters and help ensure required authorizations and documents are up to date.
- Support the Chief Humanitarian Officer (CHO) and the IPG/Ops department in finalizing Corus registration paperwork and process for Ukraine-based registration.
- Manage consultants by tracking resource commitments, levels of effort (LoE), contractual obligations, modifications etc. with input from supervisors and in close collaboration with the Corus International Procurement Team.
- Liaise with relevant finance representative to track project expenditures and work with CHO on updating and refining the project budget.
- Input relevant data into the salesforce and manage the content related to Ukraine program implementation.

2. Grant and Project Management:

- Provide project operations management and ensure working with relevant departments and staff to monitor the financial data (budget burn rates), project deliverables (targets, indicators), use of unrestricted/designated funds and allocations, no-cost and other requirements (especially for the grantees).
- Participate in the development and delivery of humanitarian operations related trainings to Corus International country teams and partner organizations on select operational issues
- Provide inputs into annual Corus budgeting and forecasting exercises related to project spending within the fiscal year; coordinates with International Finance to support the project team in timely review, analysis, and decision making related to spending versus budgets.

3. Surge Support during Emergency Responses

- Act as a deployable team member and provide management cover in the absence of CHO/Acting Representative in Ukraine.
- Provide on the ground leadership and capacity building to the local teams on essential emergency operations standards and policies, expectations, guiding processes and approaches adopted by Corus.
- Provide monitoring of partner activities and issue operations guidance and recommendations in collaboration with the CHO and / or relevant HA staff.

4. Strategic Input

- Participate in the development, execution and refinement of the Corus International humanitarian strategy, including Ukraine specific operations and planning.
- Under the direction of the CHO, serve as a Corus representative in various humanitarian fora, including UN meetings, working groups, etc.

Supervisory:

1. This position will report to the Chief Humanitarian Officer
2. No supervisory responsibilities.

Education & Experience:

Bachelor's Degree in international affairs, political science, public health, or related field;. Master's Degree preferred.

Technical Competencies:

- A minimum of five years of professional experience managing or supporting international programs, working with professional and support staff in a multicultural, multi-linguistic environment
- Experience working with urban and rural communities, preferably in the context of fluid, humanitarian international development, including the war zones or volatile contexts.
- Experience living and/or working in developing and high-risk zone countries; field experience in one or more INGOs preferred
- Experience working with government and NGO/FBO/CBO sectors in developing countries; experience in health-sector work preferred
- Project management experience, including proposal development, financial monitoring, and reporting; experience with USAID/BHA, FCDO, and World Bank funded projects preferred; strong knowledge of USG compliance and other best practices in managing the operations.

Non-Technical Competencies:

- Commitment to support Corus International vision and programming direction
- Strong team player; collaborative and transparent
- Cross-cultural sensitivity a must
- Flexible, highly motivated self-starter
- Eager learner
- Willingness and ability to travel up to 35% of time annually; flexibility and ability to travel on short notice desired; willingness to deploy to highly stressful or limited environment.
- Russian and/or Ukrainian knowledge highly desired.

Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

Working Conditions, Travel and Environment

- The duties of the job require regular attendance at least 5 days/week. The employee must be available to work outside normal office hours or on the weekends as required.
- This position must be able to travel as required for standard domestic and international business purposes. **The employee will be required to deploy at a short notice (given the nature of the humanitarian crises) and should be available and comfortable travelling to fragile, austere and conflict zones.**
- The employee shall maintain all relevant and required vaccination up to date and ensure proper clearance as required by the destination before, during and after the deployment (as needed).
- HEAT training will be required as part of the minimum deployment standards, especially for Level 4 State Department defined countries and as further required by Corus.
- While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

Organizational Core Values

Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.

Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.