

Head of Programme - Yemen

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Terms of reference

Job Title: Head of Programme

Code: SR-35-9558

Duty station: Aden & Sana'a (50% - 50%)

Starting date: 01/01/2025

Contract duration: 12 months

Reporting to: Country Director

Supervision of: Deputy Head of Programmes, Grants & Reporting Manager, Protection Coordinator, Medical Coordinator

Type of Duty station: Non-family duty station

General context of the project

INTERSOS is an independent international humanitarian organization that assists the victims of natural disasters, armed conflicts and exclusion. It operates in over 20 countries in the world. Its activities are based on the principles of solidarity, justice, human dignity, equality of rights and opportunities, respect for diversity and coexistence, paying special attention to the most vulnerable people. In Yemen, INTERSOS has been operational since 2008, responding to the humanitarian needs of the conflict-affected population (IDPs, returnees, and host communities) as well as refugees, migrants, and asylum seekers, with a focus on multi-sector programming covering protection and livelihoods, shelter rehabilitation, WASH, and integrated health and nutrition interventions.

General purpose of the position

The Head of Programme is responsible for the country's programme strategy and for providing technical input to the team within the different sectors.

Under the guidance and leadership of the Country Director, the Head of Program will be responsible for spearheading the development, review, and management of INTERSOS Yemen's portfolio, with a keen emphasis on technical excellence and the expansion of partnerships to incorporate new humanitarian and development donors. The HOP will oversee and coordinate the Programme team members, including the Deputy Head of Programme, the Technical Coordinators, and the Grants and Reporting Manager, ensuring seamless collaboration across all phases of the programme cycle. Under the HOP's leadership, they will collectively project an image of INTERSOS as an organization committed to delivering with accountability, timeliness, and uncompromising standards of quality. Where gaps are identified, the HOP will also be accountable for the development of programme-related policies, processes, tools, and standards, requesting support from the Regional team as needed. The HOP will ensure accurate, consistent, and timely donor reporting, and internal and external representation with Government officials and donors. Last but not the least, the HOP will be involved in high-level and strategic decision-making, collaborating closely with the Country Director and the Head of Operations.

Main responsibilities and tasks

Strategy and portfolio development

- Situation and scenario analysis: In consultation with Technical Referents, and MEAL staff, identify evidence and information gaps, and lead the collaborative analysis of the current context and - when relevant - potential scenarios to inform rapid response and/or scale-up programming in existing or new areas of intervention.

- Country Strategy Paper: Under the lead of the Country Director and in collaboration with the Head of Operations, develop and update designated sections of the country strategy paper, in alignment with an up-to-date situation analysis; an analysis of INTERSOS' strengths, weaknesses, opportunities, and threats; as well as with INTERSOS overall global strategic plan, values and principles.
- Funding and partnerships: Regularly monitor the country's donor and partner landscape, identifying new funding opportunities and strategic partnerships, and supporting the Country Director in pursuing them.
- New Business Development (NBD): Following completion of the GNG process and with the support of the country office Grants team, initiate and oversee the development of new, context-relevant, operationally feasible, and donor compliant concept notes and project proposals and budgets, facilitating the participation of Technical Referents at the country and HQ level, Programme Managers, the DRD, and the Regional Grants & Reporting Officer.

Programme team management

- Recruitment: Timely initiate and/or participate in the recruitment of Programme staff where gaps arise, to ensure the programme portfolio is adequately and timely resourced. Support the Deputy Head of Programme in the recruitment of project managers and other project staff when necessary
- Direction: Through a participatory leadership style, establish and communicate goals, objectives and related KPIs for the programme team, in full alignment with the mission strategic objectives.
- Line management: Lead the DHOP, the Grants team and the Technical Coordinators, and provide daily supervision and support, ensuring they are enabled to perform and complete tasks at their best, they adhere to INTERSOS values and SOPs, and they receive regular feedback to improve, including through the Internal Review Process (IRP) tools.
- Role model: Consistently promote high standards through personal example and acting as a role model with the team, so they understand and are motivated to embody the expected behaviours.
- Capacity strengthening: Undertake continuous training and capacity strengthening for personnel under HOP's direct supervision. Inspire the entire Programme team and provide technical expertise.

- Together with the Head of Operations, ensure productive collaboration among the programme and support teams that they supervise.

Programme management

- External communication: Ensure project proposals are discussed with the relevant ministries before submission to the donor and that authorities endorse the project for a smooth and timely start of the project. Ensure timely communication and information flow on programme achievements to donors, SMT, Regional Office, partners.
- Reporting to donors: Oversee the preparation of narrative and financial reports by the Grants & Reporting Manager/Officer and the Finance Controller, ensuring that the submitted outputs require minimal inputs from Regional Office, Technical Unit, and Grants Unit and that deadlines to the donors are met.

Accountability, compliance, and quality control

- Compliance: Review field-visit reports produced by the Deputy Head of Programmes and support him/her in identifying solutions to tackle arising challenges in a timely manner and coordinating the contribution from the relevant Technical Coordinators.
- Based on project burn-rate data received from the Deputy Head of Programmes and through spot checks of the Journals, identify underachievement and underspending, timely flag them to the CD, the DRD and the Regional Finance Coordinator, and provide the Deputy Head of Programmes with the guidance, the support (eg. liaising with the Head of Operations) and the necessary resources to put the project back on track.
- Learning and improvement: By facilitating the regular and constructive (non judgemental) dialogue among programme, MEAL, technical and support staff, document, disseminate, and enable the uptake of lessons learned, good practices, and innovative solutions within ongoing and future projects.

Representation and advocacy

- Advocacy: Under the leadership of the Country Director, contribute to the definition of the country advocacy strategy and represent INTERSOS within

national and international media and participate in community activities as appropriate.

- Partnerships: Together with the Country Director and Head of Operations, establish and maintain strong and efficient partnerships with organisations, donors and authorities, in line with the country strategy
- Localisation: At the country office level, lead on the development and roll out of the localisation strategy, identifying and/or nurturing strategic partnerships with local actors in key sectors (including with the stipulation of Strategic Partnership Frameworks, in line with INTERSOS localisation ambition.
- High-level representation: Represent INTERSOS in high-level programme and advocacy discussions in the country (eg. with partners, project stakeholders, government counterparts and service providers).
- Sector-level representation: Oversee and ensure regular attendance and active contribution by Technical Referents at sector/cluster meetings.
- Acting up: Upon delegation of authority, act as Country Director when needed.

Required profile and experience

Education

BA in relevant field, Master in Business Administration or equivalent

Professional Experience

Essential working experience of at least five years in Programme-related activities at Senior Management level.

Previous experience with INGOs is considered a strong asset

Professional Requirements

- Experience in setting up new projects and programmes and of developing and implementing departmental and organisational strategies
- Experience of planning, budgeting and executing complex strategies in humanitarian contexts

- Experience in managing medical, protection and interdepartmental technical staffs
- Essential computer literacy (word, excel and internet)

Languages

Fluent English (spoken and written).

Fluency in Arabic is highly desirable.

Personal Requirements

- Strategic vision
- Leadership, people management and development
- Planning and organizational skills and ability to meet deadlines
- Teamwork and cooperation
- Negotiation and networking skills
- Behavioural flexibility
- Innovation and creativity
- Decision making and influence
- Communication skills written and oral
- Excellent budget/financial management skills
- Commitment to INTERSOS principles

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HOW TO APPLY:

Interested candidates are invited to **apply** following the **link** below:
<https://www.intersos.org/en/field-eng/#intersosorg-vacancies/vacancy-details/66f939326aa58702c4ce8ee3/>

Please note that our application process is made of **3 quick steps: register** (including your name, email, password and citizenship), **sign-up** and **apply** by attaching your **CV in PDF format**. Through the platform, candidates will be able to track their applications' history with INTERSOS.

Please also mention the name, position and contact details of **at least three references: two line managers and one HR referent**. Family members are to be excluded.

Only short-listed candidates will be contacted for the first interview.