

Part-time International Program Coordinator for DRC (50%)

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 have a double role:

- He/she 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)
- He/she will be in support to the Change Manager for 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 (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 - 20%

- 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
- Contributes to the full report (narrative and financial) of the change process and lessons learned

Working conditions and profile:

This position is part-time (50%) for a fixed duration of 24 months.

This position requires field presence with up to 50% of the work time to be spent in Kinshasa.

It requires flexibility with the position as the Program Coordinator should be able to alternate between a few full weeks of field mission and part-time periods in the Brussels office of SOS Children's Villages.

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 management and an experience in change management
- Experience in working with a local partner and an international federation
- Good knowledge of DRC
- 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 50% of his/her time in this position
- Flexibility in handling the part-time position between field missions and part-time 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 (19,5 hours per week)
- 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 3 January 2020 to job@sos-kinderdorpen.be with:

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