**Vacancy Announcement**

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| **Position title** | **Assistant Program Manager** |
| **Vacancy No.** | YAO-Khq-19-15 |
| **Employment Type** | Full-time |
| **Duration** | Until 31/12/2019 |
| **Duty station** | Kalar |
| **Estimated Start Date** | As soon as possible |
| **Closing Date** | Saturday 5/10/2019 |
| **Overview** | Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO as a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living. |
| **Job Description** | Youth Activity Organization (YAO) is seeking experienced and passionate Assistant Program Manager who will work Under the direct supervision of General Director. |

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| **Main Duties and**  **Responsibilities:** | * Assist in programmatic, technical and administrative management of the program including quality assurance, monitoring and documentation of results. * Provide strategic direction and technical advice on program development and implementation with a focus on the protection and empowerment of vulnerable groups. * Ensure that program procurement is in line with YAO’s policies and donor regulations. * Assist in developing practices and policies and ensure that these are adhered to. * Assist in devising development plans for all staff members. * Contribute towards achieving the project objectives through regular field visits and monitoring the work progress. * Follow up and Monitor the implementation of the monthly planned activity set. * Contribute to the development and implementation of effective work plan for the process of project’s work. * Support the team in the field to monitor the financial management including; the development and submission of monthly timesheets checking and validating the submitted vouchers and receipts. * Interact and support staff in the field on their challenges on daily basis. * Represent YAO with donor, Kurdistan Regional Government, UN, and other NGOs * Develop strategic partnerships and maintain effective working relationships with key stakeholders including donors, government actors, UN agencies, international and local NGOs, camp managers, community leaders, and other relevant actors. * Ensure that all reporting requirements are met on time, and that reports are of a high quality. * Assist in preparing evaluation reports, annual project reports, and update projects files. * Perform other duties as necessary and/or as requested |
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| **Required Qualifications & Experience** | **Education:**   * University Degree and/or equivalent qualification in relevant sector.   **Experience:**   * Minimum 5-year experience in working with NGOs/UN agencies. * Previous management experience. * Significant prior work experience in advocacy on humanitarian issues, child rights, human rights, or development issues. * Understanding of UN and donor operations at country level * Cultural awareness and ability to build relationships quickly with a wide variety of people. * Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure * Self-reliant and able to work independently. * Must be Iraqi nationality holder.   **Knowledge:**   * Excellent communication skills. * Strong interpersonal and intercultural skills. * Report writing skills. * Able to adapt within a work environment containing individuals of multiple and various cultural and educational backgrounds.   **Languages:**  Strong communication skills Verbal and written Kurdish, Arabic and English. |

**How to apply:**

Qualified Candidates should submit Cover Letters with their CVs attached electronically to [jobs@yao-iraq.org](mailto:jobs@yao-iraq.org) with indicating the position they are applying for in the subject of the email.

Email subject must read: **YAO-Klr-19-15**

* Email without vacancy title will not be considered. Email after the closing date will not be considered. Only short listed candidates will be contacted
* **YAO** is an Equal Opportunity Employer. YAO considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.