

## Vardenis Area Program Officer

Location: [Europe & the Middle East] [Armenia]

Town/City: Vardenis

Category: Child Development

Job Type: Fixed term, Full-time

### **LOCATION**

Vardenis, Gegharkunik marz, Armenia

### **DURATION**

Fixed-term

### **PURPOSE OF THE POSITION**

Area Program Officer is responsible for implementation of activities of Technical Program and Projects in Area Program targeted communities and undertaking professional-sectorial responsibility for effective and proper implementation of assigned Detailed Implementation Plan activities. He/ she works with community members on daily basis for implementation of activities in specific sector, including capacity building of identified partners, networking with other stakeholders and making sure communities are willing to lead their own development processes. He/ she works on transition processes in Area Program (AP) based on the transition plan.

### **MAJOR RESPONSIBILITIES**

#### **Program implementation:**

- Work closely with AP Coordinator and ensure quality implementation of technical program

Detailed Implementation Plan at AP level agreed by AP Coordinator,

- Implement activities that lead to transition of Area Program, based on the transition plan with supervision of AP coordinator and Marz Program Manager,
- Implement grant and other projects' piloting models and ensure their integration into overall Technical Program under supervision of AP Coordinator,
- Ensure quality monitoring of all training/ capacity building events within the scope of Technical Program according to quality standards,
- As AP team member, actively organize and participate in different meetings, events, initiatives, discussions, including feedback, reflection and learning related to or including the sector,
- Ensure Sponsorship 2.0 integration in all programming, including local sponsorship quality implementation,
- Support AP Coordinator in conducting local level advocacy actions in light of AP transition strategy,
- Support AP Coordinator to administer relevant project budgets, discuss budget spending on monthly basis,
- Work closely with AP Coordinator in designing and implementation of capacity building events for beneficiaries, stakeholders and partners,
- Ensure complete preparation and timely submission of documentation related to his/ her tasks and activities at the assigned AP office location,
- Actively participate in the Design/ Redesign processes of Area Program, team building and other organizational meetings.

**Networking with stakeholders at AP level:**

- Build trustful relationship with community members and beneficiaries,
- Support AP Coordinator in networking with stakeholders and potential actors in relevant sector in Area Program area,
- Under the guidance of AP Coordinator conduct research on Technical Program priority issues and provide quality data for local level advocacy,
- Raise the profile of World Vision Armenia at local level as key actor in child protection and social development area,
- Under the guidance of AP Coordinator participate in formal and informal networks in respective sector to support ongoing and future collaboration and learning.

**Learning and capacity building:**

- Share personal insights and learning with others to support individual and team learning about the program and local context,
- Participate in exchange learning trips to other Area Programs to understand successes and lessons learnt.

**Performance quality and quality reporting:**

- Develop monthly activity planning with AP coordinator and Marz Program Manager to ensure monthly workload and clearness of activities/ budget,
- Ensure reporting of ongoing challenges to AP Coordinator and discussion on relevant solutions,

- Ensure and promote Christian value-based approach in daily life and work,
- Provide monthly reports (in required templates) on performance of assigned Detailed Implementation Plan components, success stories, photos and inputs to semi-annual/ annual reports,
- Provide support and coordinate the work of social workers, other Area Program staff.

### **REQUIRED QUALIFICATIONS**

- Higher education, bachelor's degree in relevant sector,
- Two years' work experience in humanitarian organization,
- Experience in community development,
- Good computer skills including Microsoft Word, Excel, and Power Point,
- Good knowledge of English and Russian,
- Understanding education, social and health sector in Armenia,
- Proven ability in coordination of integrated program/ project interventions,
- Confidence and ability to deal effectively and diplomatically with senior management in partner organizations and local government officials,
- Ability and willingness to learn and support new initiatives,
- Ability to manage multiple tasks and work under pressure, efficient task prioritization and time management,

- Good networking skills, ability to maintain relationships with partners,
- Ability to use reflective practice and promote its use for learning,
- Ability to use critical thinking and analysis,
- Strong presentation and communication skills,
- Creative and innovative thinking,
- Understanding of community mobilization and empowerment principles and approaches,
- Excellent coordination skills,
- Driver's license and driving experience is an advantage,
- Willingness to be flexible with hours when necessary and ability to travel locally up to 80% of time,
- Ability to move to relevant region during work week.