

Senior Project Officer

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

Town/City: ?anliurfa

Category: Project Management

Job Type: Fixed term, Full-time

World Vision International :

Join and be part of a global relief, development and advocacy NGO, dedicated to work with children, families & communities to overcome poverty and injustice. World Vision International was established in 1950 & operates in nearly 100 countries worldwide.

World Vision is committed to the protection of children and we do not employ people whose background is not suitable for working with children. All employment is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible.

JOB PURPOSE

Project Implementation and Planning

? Plan, implement and coordinate to maintain project compliance with standards, country laws, donor requirement and objectives.

? Provide daily coordination with partners to ensure that inputs and technical quality of program activities are efficient and coordinated;

? Review and assess the component of activities and interrelationships with other components;

identify possible solutions for problems and make recommendations.

? Coordinate with relevant departments at World Vision

? Visit project sites to monitor project activities and services are in high quality. Report to Portfolio Manager.

? Provide reports in timely manner for office, donor or for any entity as required.

? Monitor the quality of the implementation and ensure compliance with established construction norms and sphere minimum standards.

? Review all bill of quantities, technical designs and project schedules for water sanitation facilities construction/refurbishment in accordance with humanitarian standards.

? Review hygiene promotion materials for staff training and IDP information, in conjunction with the health team

Monitoring, Evaluation and Reporting

? Ensure that implementation of all M&E activities within the project are conducted in a coordinated, communicated and timely manner.

? Seek the inclusion of technical guidance (both programmatic and M&E) by World Vision technical staff where necessary based on all relevant standards.

? Carry out regular field visits to monitor the implementation and progress of project activities, according to approved proposal.

? Draft reports in the preparation of monthly reports and review of finance report by providing requested information and documents to Portfolio Manager.

? Document lessons learned and allow for appropriate adjustments.

? Quality documentation using the sharepoint (or hard copy filing) including assessment and progress reports, proposals, program plans that meet WV and donor requirements.

? Coordinate with WASH Technical Specialist about technical approaches.

? Support in cluster coordination reports e.g. 4Ws

Partnership and Networking

? Follow up with schools and government to ensure that all activities and reports are made on time.

? Support Turkey Representative and Portfolio Manager in building and maintaining relationships with Sanliurfa Governorate and other relevant actors in Turkey and inside Syria. Assist in preparing MoU and relevant documents.

? Attend working group and relevant cluster meeting and any other ad-hoc external meetings to ensure effective coordination and networking with governmental authorities and other agencies working in the relevant sector.

? Create channels for dialogue (water user committees) to ensure appropriate technical and social interventions in order to secure outcome, impact and sustainability

Child Protection

? Assist in identifying, reporting and responding to existing and potential child protection threats affecting the children participating in the project activities.

? Comply fully and ensure partners compliance with WV's Child Protection Policy and code of conduct.

Capacity building and training

? Work closely with and provide ongoing support, mentoring and coaching to local NGO partners of the project, in implementation of project activities.

? Orient and train staff with regards to WASH and Shelter activities;

? Coordinate the delivery of sector specific trainings for field staff on WASH and Shelter best practices;

Any other duties might be assigned by Portfolio Manager or Operations Director.

KNOWLEDGE/QUALIFICATIONS

Working experiences of at least 3 years in humanitarian sector, specific experience in WASH, Health, Livelihood/Protection project management

Bachelor degree (preferably in Social sciences, Development Studies)

Excellent English and Arabic communication skills (both oral and written), Turkish knowledge is preferred

Skills in Microsoft Word, Excel, Powerpoint

Motivated to work in humanitarian field and grow professionally, eager and quick to learn

Experience working on projects funded by international donors, preferably by ECHO, BHA, BPRM, and other private funding

Familiar with core principles of Children's Rights, Child Protection, Participation, and 'Do No Harm.'

Knowledge of and adherence to the Child Protection, Red Cross and NGO Code of Conduct

Working knowledge of the logical framework approach.