

Job Profile

Accountable Governance and Economic Justice Program Manager

Background

OxYGen is a Foundation, founded by Oxfam GB as Oxfam spin off local organization. OxYGen is operating since 2015.

OxYGen positions itself as an alternative voice based on its grassroots experience and work with poor communities, through its replicable and sustainable models for translating it up to the national level.

Accountable Governance and Economic Justice alongside with others are the main strategic directions for OxYGen Foundation under which the main programmes are developed and implemented.

KEY RESPONSIBILITIES

The AG and EJ PM will be responsible for overall management and implementation of the projects/programs under AG and EJ.

The PM will be responsible for overall management, supervision and coordination of Oxygen AG and EJ programs, partnership, ensuring compliance with donor and partner requirements, timely and quality reporting to the donors.

Program planning

- Develop and keep up to date detailed implementation plan of the projects
- Plan detailed activity timeline,
- Plan project expenditures according to the project budget,
- Develop project stakeholder engagement plan,
- Develop project procurement plan,
- In partnership with partners design project advocacy plan,
- Facilitate recruitment process of project consultants based on OxYGen Foundation's and donor procurement policies,

Execution

- Overall management and implementation of the OxYGen Foundation's AC and EJ program
- In cooperation with Financial Manager assure effective and efficient expenditures of within projects budgets according to donor requirements,
- Assure engagement of relevant stakeholders in project implementation,
- Provide support and capacity building to the staff whenever necessary to assure timely execution of the projects.
- Manage contracts and meeting timelines for deliverables by project consultants/experts,
- In cooperation with project partners and OxYGen Foundation senior management assure reaching project's advocacy targets,
- Develop synergies with other programs of OxYGen Foundation.

Monitoring and reporting

- Conduct overall monitoring of project implementation and progress,
- Monitor expenditures versus planned budget,
- Monitor project effectiveness and efficiency,
- Monitor staff performance versus set objectives and job descriptions,
- Evaluate external consultants' performance and the effectiveness of expertise delivered and provide recommendations for improvement if applicable,
- In cooperation with project staff develop programmatic and financial progress and final reports to donor as per the donor requirements

Representation, learning and communication

- Develop good relationships with donors, make funding proposals and ensure that the terms of donor contracts are fulfilled.
- Maintain contact with official authorities and other agencies and ensure that OxYGen complies with the relevant legislation and that its activity is understood and publicized.
- In close collaboration with the Communication team identify and conduct impact assessment initiatives and ensure effective communications about programme impact with key relevant stakeholders.

Key skills, competences and qualifications required

- 3 to 5 years' experience in NGOs in programme management positions
- Proven skills and experience in advocacy and policy dialogue at national and local levels,
- Solid background, good understanding and proven experience in the Economic Development, Accountable Governance fields
- Good knowledge of Gender Equality in Armenia
- Excellent knowledge of Armenian and English languages, both oral and written
- Fluency with Microsoft Office package, knowledge of online IT tools for is a plus,
- Proven experience in proposal writing and fund raising
- Strategic thinking
- Analytical skills
- Communication and negotiation skills, team work

Reporting lines

The Program Manager will report directly to OxYGen Foundation's Executive Director.

The Pm will supervise the work of relevant POs and other staff under the project.

Applications can be submitted by e-mail:

E-mail: recruitments@oxygen.org.am

Mail Subject: Accountable Governance and Economic Justice Program Manager

Application includes CV and Motivation Letter

The deadline for submission: 22 January, 2022

Only the short-listed candidates will be invited for interview