



**CARE Österreich, Verein für Entwicklungszusammenarbeit und humanitäre Hilfe,
seeks an experienced**

Programme Officer – Focus MENA and the Balkans (m/f/d)

Contract: Full Time (one year limited with the possibility of extension)

Duty Station: Vienna, 15-20% international travel (should the pandemic situation allow)

Starting date: As soon as possible

Application Deadline: 12 June 2022

About CARE:

CARE is fighting poverty and injustice in about 100 countries and helping 70 million people each year. We save lives in disaster and conflicts and stand with women, girls and their communities to achieve lasting change for a better future.

Objective of the position:

In line with CARE's mission, vision and core values, the Programme Officer develops and oversees CARE Austria's project portfolio in the Middle East and the Balkans. Current programmes of CARE Austria in the Balkans cover the whole region. In MENA CARE Austria has a geographic focus on Jordan, West Bank and Gaza. The thematic scope includes economic empowerment programming; food & nutrition security; good governance and stand-alone Gender equality projects.

Responsibilities:

- Overall coordination of CARE Austria projects and activities in collaboration with CARE Country Offices and consortium partners
- Management of donor contracts in collaboration with CARE Austria's project controlling and in accordance with CARE program standards and donor guidelines (mostly European Union and Austrian Development Agency)
- Mentoring and backstopping of country office staff, in particular regarding donor contract compliance
- Technical assistance and/or supervision of technical experts mainly in the areas of economic development, Food & Nutrition Security, Good Governance & Human Rights
- Monitoring and evaluation of projects, including field visits to project areas; potentially a temporary stay in the region of 1-2 months should the pandemic situation allow
- Project acquisition: identification of new funding opportunities, development of new projects, and proposal writing
- Management of donor relations and liaison at country and regional level
- Contributing with best practises from the regions to knowledge management and learning within CARE Austria
- Support to CARE Austria's and CARE International's advocacy, media, and fundraising efforts

Qualifications:

- University degree with specialisation in international or economic development, business administration or other disciplines relevant for development cooperation

- Strong skills and proven experience in project management and coordination, project cycle management and ensuring donor contract compliance in a responsible and self-organized manner; experience with EU and ADA contracts, as well as with international consortia projects are a strong asset
- Minimum five years of relevant work experience in the development context
- Technical background in the regions and in one of the following sectors are an asset: economic development, Food & Nutrition Security, and Good Governance & Human Rights
- Experience with financial project administration is an asset
- Experience in project proposal development; strong facilitation and ideally proposal writing skills
- Ability to work under time pressure, managing competing deadlines
- Excellent communication skills and intercultural competence
- Excellent spoken and written English; good German desired
- Work and/or travel experience in a country of the Global South
- Identification with the values, mission, and goals of CARE

We offer:

- Well-equipped office in central Vienna
- Salary starting at **EUR 46.000** gross annually. Please note: Actual classification will depend on relevant professional experience and will be calculated in accordance with CARE Austria's salary scheme
- Attractive fringe benefits (e.g. annual ticket for public transport Wiener Linien)
- Working in an international context with professional and committed teams
- Diverse project portfolio in a dynamic and innovative working environment

Please note: An EU citizenship or work permit valid for EU countries are a necessary requirement for this position. Only applicants selected for an interview will be contacted.

We look forward to receiving your application including a **CV and cover letter in English**, as well as copies of relevant certificates and recommendation letters by **12 June 2022** at bewerbung@care.at. Applications will be treated confidentially in accordance with the General Data Protection Regulation.

Please indicate in your cover letter how you learned about this position.

To learn more about CARE International and CARE Österreich, go to www.care.at, <https://www.care.at/ueber-care/programmatic-approach/> and www.careclimatechange.org.

CARE's Mission: CARE works around the globe to save lives, defeat poverty, and achieve social justice.