

Job vacancy

JRS-BiH Programme Manager

The Jesuit Refugee Service (JRS) is an international organization with a mission to accompany, serve and advocate on behalf of refugees and other forcibly displaced persons. Founded in November 1980 as a work of the Society of Jesus, JRS is today found in 50 countries, providing assistance to: refugees in camps and cities, individuals displaced within their own countries, asylum seekers in cities, and to those held in detention centers. The main areas of work are in the field of education, emergency assistance, healthcare, livelihood activities and social services.

Jesuit Refugee Service Bosnia and Herzegovina (JRS-BiH), a non-profit humanitarian association, is seeking to recruit a PROGRAMME MANAGER on a 6 months probationary (with the possibility of indefinite) term contract to develop and implement different programmes for asylum seekers and migrants in Bosnia and Herzegovina and provide general capacity of the development of the organization structure.

This document outlines the qualifications required for the post as well as the job description.

We offer

- Social engagement for people in need: refugees, asylum seekers and migrants.
- Experience of work within the humanitarian organization and civil society organizations of international character.
- Full-time employment contract for four months with the possibility of permanent employment when the probationary period expires.
- Start of work: immediately after the selection process is completed.

Place of Work

Bihać, Una-Sana region.

Job description

The selected candidate will be responsible for creating, coordinating, developing, and implementing different JRS programmes. She-He will have the responsibilities of coordinating the staff and maintaining the relations with local partners, other NGOs and national authorities, to implement the programmes.

<p>position summary</p>	<p>The main responsibility of the programme manager in BiH is to create, to coordinate, to develop, to support and to help to implement JRS programmes.</p> <p>This position encompasses responsibilities such as the development and implementation of different programmes, the evaluation of projects, staff coordination and the maintenance of relations with local partners, other NGOs, national authorities, to implement the programmes.</p> <p>The Programme Manager reports directly to JRS-SouthEast Europe (JRS-SEE) Director and coordinates the staff members or volunteers involved in the different programmes. She-He has experience in projects, and an excellent personal knowledge of staff members or volunteers involved in the projects.</p>
<p>key responsibilities</p>	
<p><i>projects</i></p>	<ul style="list-style-type: none"> ● Ensure JRS Mission and identity in the implementation of different programmes in BiH ● Identify the needs of the refugees and forcibly displaced persons, with a view on elaborating projects ● Ensure all programmes run efficiently and effectively e.g. putting case management procedures and systems in place, providing on-going coaching and capacity-building for staff ● Be responsible for the effective day-to-day operations including drafting narrative reports and budgeting ● Collaborate with partners, other stakeholders or national authorities to ensure the effective delivery and development of the programmes ● Coordinate and supervise volunteers undertaking duties related to the programmes in collaboration with the other members of the team ● Mentor staff and volunteers to optimize their contributions to the programmes. ● Monitor and evaluate the projects, keeping in mind the coherence in the service to the needs, and safeguarding the direction of each project ● Prepare report on a project to the donors, for the Director
<p><i>advocacy and communication</i></p>	<ul style="list-style-type: none"> ● Identify relevant information for advocacy purposes ● Maintain regular communication and exchange of experiences and information with the other Programme Managers of JRS-SEE (Croatia, Serbia, Kosovo and eventually other) ● Take initiatives to develop project proposals for presentation and discussion with JRS-SEE Director ● Regularly report to JRS-SEE Director ● Participate to formation programmes useful for his/her responsibilities

Conditions & Qualifications

Applicants must:

- € understand the role of faith-based organisation in humanitarian work and ensure its mission and values are envisioned in all the work
- € be willing to work with and for people from diverse cultures
- € have a degree in Project / Programme Management, or an equivalent/comparable qualification or working experience
- € have work permit in Bosnia and Herzegovina
- € have strong analytical, strategic thinking and planning skills
- € have strong writing and reporting skills
- € have good communications skills, and the ability to work in a team
- € be able to speak and write English fluently
- € be able to train other team members
- € have a driving license

Previous experience working with refugees, migrants and/or asylum seekers will be considered an asset.

Application and selection process

Applicants are to submit a **letter of application and motivation** (not longer than 2 pages) and detailed **Curriculum Vitae** (in Europass format, not longer than 3 pages) by **Monday 30th September 2019** by email to: tvrtko.barun@jrs.net.

Shortlisted candidates will be required to attend an interview and to undertake several tasks, before a final decision is taken. All candidates will receive the answer to their application by 30th October 2019.

More information about JRS vision, mission and its projects are available in the JRS Annual Reports ([JRS-International](#) and [JRS-Europe](#)) and the JRS-Europe [Strategic Framework](#).