



## - VACANCY ANNOUNCEMENT -

# MALOA URBAN RESILIENCE INITIATIVE – DEPUTY PROGRAM MANAGER

Our growing NGO is seeking to hire a **DEPUTY PROGRAM MANAGER** who will be responsible for overall coordination and implementing of the Maloa program in the field under supervision of the program manager, working to achieve program objectives and targets. The main responsibilities will include support community mobilization and field program activities of Maloa Urban Resilience Initiative by the program officers and implementing partners. The Maloa Urban Resilience Initiative Deputy Program Manager will work together the program team and support staff to ensure high quality implementation. Responsibilities will also include quality control management for Maloa Urban Resilience Initiative related filed activities, monitoring and evaluation. The Deputy Program manager will also work closely with relevant stakeholders and national actors to ensure that activities are implemented in a well-coordinated manner with external stakeholders.

Based in Dili, a Bachelor's degree in Urban Planning, Landscape Management, Economics or Business Management, or other related filed. To succeed in this role, you will need problem solving skills and excellent communication skills needed to develop positive working relationships with key line ministries and influence development partners to adopt Mercy Corps endorsed approaches in resilience and landscape management approaches.

### **Responsibilities of Deputy Program Manager:**

- With support of the Program Manager, and with consultative engagement of the program team, develop and implement the Maloa Urban Resilience Initiative work plan based on the objectives and results outlined in the program logical framework, and in accordance with the program budget.
- Ensure integration of all Maloa Urban Resilience Initiative program activities at field level and coordinate closely with other projects/programs of Mercy Corps Timor-Leste to seek and enhance synergies between different projects and activities.
- Support the Program Manager in relevant new business opportunities, including proposal and budgeting design, research, or scoping assessments.
- Manage and support Maloa Urban Resilience Initiative Program Officers and technical staff, by leading on the development and oversight of Maloa Urban Resilience Initiative program planning and implementation, providing staff the necessary workplans, budget and technical information required to deliver high-quality programming.
- Lead on program coordination with national-level stakeholders with the support from the Program Manager. Represent the Maloa Urban Resilience Initiative with high-level external stakeholders including government officials and peer agencies.
- Ensure all Maloa Urban Resilience Initiative activities are in compliance with Mercy Corps Finance and Procurement Procedures, building Maloa Urban Resilience Initiative staff administrative capacity.
- In close coordination with MERL team and under supervision of the Program Manager, ensure that MERL activities are as an integral part of program implementation, including creating accountability for Maloa Urban Resilience Initiative MERL data, ultimately ensuring MRED Program Officers conduct regular monitoring and other field data gathering and reporting as required.

## Requirements of Deputy Program Manager:

- Degree in Urban Planning, Landscape Management, Economics or Business Management, or other related field
- Minimum five years' experience with community-based and business development program;
- Experience collaborating with private sector actors, local partners, government officials;
- Experience building capacity of diverse team;
- Excellent time management and work planning skills, as well as the ability to prioritize tasks.
- Strong writing, reporting, organization and communication skills;
- Fluency in Tetun, with some proficiency in English preferred

## Who is Mercy Corps?

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future.

Mercy Corps works in places of transition, where conflict, disaster, political upheaval, or economic collapse present opportunities to build more secure, productive, and just communities. Providing emergency relief in times of crisis, we move quickly to help communities recover and build resilience to future shocks, and promote sustainable change by supporting community-led and market-driven initiatives.

***Diversity is powerful. To achieve transformational change, we seek out team members with different origins, beliefs, backgrounds and ways of thinking. Diversity helps us unlock complexity. WOMEN ARE ENCOURAGED TO APPLY.***

To view the full Position Description for this vacancy, click here: [FULL PD HERE](#)

Interested applicants should send their CV and cover letter to: [timorleste-hr@mercy Corps.org](mailto:timorleste-hr@mercy Corps.org) or by hand to HR Department in Palm Business & Trade Centre Surik Mas, Fatumeta, Bairro Pite, Dom Aleixo, Dili Timor Leste. Only shortlisted candidates will be contacted

*Mercy Corps is committed to the community members we work with and the beneficiaries we serve. As part of this commitment, Mercy Corps has zero tolerance for violations of our Code of Conduct (Sexual Abuse of Beneficiaries and Community Members (PSEA), Anti-Trafficking Policy, Child Safeguarding Policy, Mercy Corps Ethics Complaint and Whistleblower Policy, Sexual Misconduct in the Workplace Policy, Discrimination, Harassment and Bullying Policy, and Anti-Fraud and Corruption).* Applicants are required to sign [HIRING COMPLIANCE DECLARATION FORM](#) and submit together with CV and application letter to Mercy Corps.

**CLOSING DATE; December 9, 2020**