

## JOB DESCRIPTION

### Programme Manager

#### Summary:

Ground Truth Solutions (GTS) is looking for a Programme Manager to work as an integral member of the core team as we scale up our activities. This position entails particular responsibility for designing and managing projects. Start date is as soon as possible, with a 12-month, renewable contract.

GTS provides humanitarian agencies with direct feedback from people affected by crisis. GTS' approach is to systematically collect the views of affected people on key aspects of humanitarian programming, analyse what they say, and help agencies to understand and communicate the resulting insight back to affected communities. The objective is to provide agencies with real-time, actionable information from people at the receiving end of aid that can be translated into programme improvements while also empowering people to express their views.

#### Main responsibilities:

- **Project management**
  - Design and set-up of GTS' feedback mechanism in target countries during field deployment
  - Conduct background research (on humanitarian context, data collection options and challenges, pilot projects and their current M&E practices)
  - Maintain and develop a strong network of humanitarian partners and other stakeholders (state and local actors).
  - Design survey questionnaires, data collection methodology, and dialogue and dissemination plan
  - Identify and contract data collection firms
  - Quality assurance of data collection on the ground and guidance on training of enumerators and facilitators of focus group discussions
  - Support data analysis
  - Report writing and dissemination
  - Support advocacy and communications
  - Present survey findings at humanitarian country team meetings and other relevant occasions
  - Refine questionnaires and data collection methodology as needed
- **Contribute to GTS' learning, evaluation, methodology development and advocacy** through
  - Proposal writing
  - Representing GTS at events and meetings
  - Developing training materials

- Conducting research on relevant topics to inform the improvement and scale-up of GT's approach and methodology
- Contributing to internal learning
- Writing blogs and articles
- **Other:** carrying out other ad hoc assignments as needed and within the scope of the above responsibilities

**We are looking for a candidate with:**

- Master's Degree in a relevant field (e.g. political science, development studies or international relations) or equivalent experience in the humanitarian space
- A minimum of 5-7 years of relevant experience, preferably in the field(s) of project management and implementation in humanitarian operations, monitoring and evaluation, donor reporting and data analysis
- Experience with multi-disciplinary, multi-national teams in complex emergencies / environments an advantage
- High level of familiarity of humanitarian sector and humanitarian accountability initiatives
- Experience in engagement with IASC Country Teams, government officials, local civil society, INGOs, donors an advantage
- Willingness to travel for work to developing countries, including countries affected by crisis or conflict
- Experience of mixed methods research approaches an advantage
- Excellent communication and interpersonal skills; ability to represent GTS and the project professionally in external relations
- Strong organization and coordination skills
- Demonstrated ability to work independently, creativity and flexibility in adjusting to challenges and opportunities
- Fluency in English required; knowledge of German, French and/or Arabic an advantage
- Proficiency in Microsoft office (Word, Powerpoint, Excel) is required

**What we offer:**

A 12 months contract (full time) with possibility of extension; a competitive salary package will be negotiated based on level of experience. The position will ideally be based in Vienna.

**Contact:**

For further information on this vacancy please contact Eva Erlach, Operations Manager, at [eva@groundtruthsolutions.org](mailto:eva@groundtruthsolutions.org) and to submit an application (CV and short cover letter) please send to [hr@groundtruthsolutions.org](mailto:hr@groundtruthsolutions.org).