

## JOB DESCRIPTION

### Programme Manager – Senior Programmer Manager

#### Summary:

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

#### About Ground Truth Solutions

Our mission is to challenge and support the humanitarian sector to optimize its response to crises, using information from people at the receiving end of aid. We work to systematically include people's views at all levels of a humanitarian response. In doing so, we provide humanitarian agencies with direct feedback from people affected by crisis and help agencies to understand and communicate the resulting insight back to affected communities. We also work with policymakers, clusters, humanitarian country teams and other relevant actors to bring change to the sector, while empowering people affected by crisis to express their views.

#### Main responsibilities:

- Manage the design and smooth implementation of GTS feedback mechanisms and research projects; with individual aid organisations, within whole responses or on global initiatives; including:
  - acting as the main liaison with donors and clients, designing and refining research methodologies, managing data collection and analysis, producing reports and deliverables, managing project budgets.
- Lead on the development and presentation of new proposals
- Contribute to the continued improvement of GTS' work through research on new approaches and methodologies
- Manage GTS staff and support their professional development as well as supervise the work of independent consultants
- Provide advisory support and training to aid agencies to help them with the use and uptake of feedback
- Play an active role in the dissemination of GTS research and the advancement of advocacy strategies
- Represent GTS at international fora with a focus on influencing policies to make humanitarian aid more people-centered
- Contribute to GTS innovation and business development with humanitarian implementing agencies and donors, including national aid agencies
- Help refine and implement GTS strategy to influence humanitarian policy and practice
- Act as a member of the GTS Management Team and provide support or leadership in core responsibility areas (e.g. HR, finance, communications)

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

- Master's Degree or higher in a relevant field (e.g. political science, development studies, business) 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
- High level of familiarity of humanitarian sector and humanitarian accountability initiatives
- Experience in engagement with UN Country Teams, government officials, local civil society, INGOs, donors an advantage
- Willingness to travel for work to crisis affected countries, including conflict settings
- Experience of mixed methods research approaches
- Excellent communication and interpersonal skills; ability to represent GTS and the project professionally in external relations
- Strong organisation and coordination skills
- Demonstrated ability to work independently, creativity and flexibility in adjusting to challenges and opportunities
- Fluency in English and at least one of Arabic, French or Spanish is required. German is an advantage

**What we offer:**

A 12 months contract (full time) under Austrian law with possibility of extension. This includes a competitive salary package based on level of experience, 25 days of annual leave, 13 National Public holidays. The position will ideally be based in Vienna – ranked the most liveable city in 2018.

**Contact:**

For further information on this vacancy please contact Sigrid Markl, Office Manager, at [sigrid@groundtruthsolutions.org](mailto:sigrid@groundtruthsolutions.org) and to submit an application (CV and short cover letter) please send to [hr@groundtruthsolutions.org](mailto:hr@groundtruthsolutions.org) by **October 16<sup>th</sup>, 2018**.