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 holds responsibility for designing and managing projects to a high standard.

About Ground Truth Solutions:
Our mission is to ensure that people affected by humanitarian crises have a say in humanitarian action, from individual aid projects to global humanitarian reform. To achieve this, we collect feedback from people at the receiving end of aid. We challenge and support aid agencies to use this feedback to optimise their work. We also help agencies to understand and communicate the resulting insight back to affected communities. Finally, we work with policymakers, governments, and aid agencies to bring change to the humanitarian 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.
• This includes acting as the main liason with donors and clients, designing and refining research methodologies, managing data collection and analysis, producing reports and deliverables, managing project budgets
• Develop 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
• 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

We are looking for a candidate with:
• Master’s Degree or higher in a relevant field (e.g. social science, sociology, development studies, political science, 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
• Excellent writing skills in plain English
• Excellent communication and interpersonal skills; ability to represent GTS and the project professionally in external relations
• 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
• Experience of mixed methods research approaches
• Self-motivated and purpose-driven with a demonstrated ability to work independently and adjust to challenges and opportunities
• Fluency in English is required, other languages desirable (e.g. French, Arabic, Spanish)

What we offer:
Unlimited contract (full time) under Austrian law, this includes a competitive salary package based on level of experience, 25 days of annual leave, 13 National Public holidays. The position will be based in Vienna – repeatedly ranked the most liveable city.

Contact:
For further information on this vacancy and to submit an application (CV and short cover letter) by 31 July 2020, please write to hr@groundtruthsolutions.org with the subject “Programme Manager application”. Note that we can only accept PDF documents and will not open other file formats to protect ourselves from malware.