



## **Vacancy Announcement**

### **PROGRAM MANAGER – JORDAN**

The Program Manager (PM) is responsible for managing the program and local office of Zakat Foundation of America (ZFA) in Amman, Jordan, working closely with the Program Department Head Office in U.S.A. The PM oversees & manages programs to ensure program quality and financial transparency. Candidate will report to Program Director in the U.S. PM in collaboration with the Program Department will develop & manage ZFA programs and initiatives locally in response to identified needs. This position requires the ability to manage & directly supervise a small staff locally, and the experience of managing humanitarian & developmental programs & funds.

Candidate should be a local and living in Jordan. Submit a cover letter, résumé, and salary requirements to [jobs@zakat.org](mailto:jobs@zakat.org) with PMJORDAN-in subject line.

#### **RESPONSIBILITIES**

- Represent and implement ZFA programs, ensuring compliance with ZFA policies and regulations;
- Coordinate communication between main office and all program partners, establishing systematic and timely reporting, dissemination of information, and analysis as needed;
- Develop, implement and deliver agreed budgets and work plans to ZFA Programs Department;
- Implement agreed upon long-term goals and benchmarks to measure the relative success of programs;
- Oversee programs activities and logistics in accordance with the mission and goals of ZFA;
- Develop and foster a partnership with local government, non-government and relevant private entities to encourage coordination;
- Work with HQ Programs Department to develop new initiatives to support the strategic direction of ZFA programs in Jordan;
- Ensure that a mechanism is put in place for monitoring and evaluation of the programs and to identify areas for improvement, evaluate programs;
- Work with the HQ Programs Department and provide input and necessary information for developing funding proposals for ZFA programs;
- Ensure that approved country program activities are carried out within established time frame and approved budget;
- Ensure and pursue strict financial transparency of ZFA in Jordan to include maintaining records of funds used, receipts, and audit information etc.;
- Communicate with the HQ Programs Department, provide program updates for ZFA programs and confer on program decisions;
- Oversee the development of annual budgets and work plans meeting the timeline and other requirements as communicated by ZFA HQ;
- Ensure timely and good quality reporting of ZFA programs and expenses on a monthly basis;
- Implement the human resources policies, procedures and practices of ZFA;
- Manage the recruitment process for hiring staff for ZFA Jordan office in consultation with the HR department at HQ Office;
- Ensure that all staff receive an appropriate orientation to the organization and programs;



- Recommend actions that would improve programmatic and operational capacity of ZFA staff;
- Identify the developmental needs of staff, coach, mentor, and support staff to improve their knowledge or skills;
- Conduct performance reviews;
- Develop and implement emergency response policies and action plans;
- Responsible for monitoring security situations that would endanger ZFA staff and property, should report important findings immediately to head office.

### **KNOWLEDGE, SKILLS AND QUALIFICATIONS**

1. Bachelor's Degree in Business Administration, Economics, Project Management, Social Sciences or other relevant field of study.
2. Minimum 3 years of professional working experience in a senior management role with an International NGO.
3. Experience in the field involving project/program management as well as multi-partner coordination in post-conflict and/or post-natural disaster settings.
4. Experience in conducting needs assessments and program design.
5. Fluency in English and Arabic language, knowledge of Arabic language is an asset.
6. Experience in direct administration of programs and budgets.
7. Strong communication, organizational, analytical and critical thinking skills.
8. Experience of managing and mentoring local staff.
9. Proven experience in overseeing programs.
10. Proficient in Microsoft Office suite.
11. Candidate must have strong ethical standards

### **ENVIRONMENT**

1. The position is a full-time position at Zakat Foundation in Jordan.
2. Position requires frequent and regular phone and computer use.
3. Workplace is smoke-free and drug-free environment.
4. Position requires significant travel within Jordan and frequent weekend and evening hours during Ramadan and Udhiya Seasons.
5. Personal vehicle and driver's license is required.
6. Zakat Foundation is an equal opportunity employer.