



**CARE Österreich, Verein für Entwicklungszusammenarbeit und humanitäre Hilfe,
seeks an experienced**

Program Officer Emergency (m/f/d) Contract Management

Contract: Full Time

Duty Station: Vienna, 10 % international travel

Starting date: As soon as possible

Application Deadline: 11 March 2024

Who we are:

CARE is one of the world's leading development and humanitarian aid agencies, fighting poverty and injustice in over 100 countries and helping more than 70 million people each year to find paths out of poverty, with a specific focus on the empowerment of women and girls. We save lives in disaster and conflicts and stand with women, girls, and their communities to achieve lasting change for a better future.

What we are looking for:

In line with CARE's mission, vision and core values, the Program Officer develops and oversees CARE Austria's emergency project portfolio around the Middle East, Eastern and Southern Africa, Southeast Asia (this may also change).

Your Responsibilities:

- 🌀 Management of donor contracts in accordance with CARE program standards and donor guidelines (mostly European Union, Austrian Development Agency (ADA), Neighbour in Need Foundation (NIN))
- 🌀 Overall coordination of CARE Austria projects and activities in collaboration with CARE Country Offices and consortium partners
- 🌀 Mentoring and backstopping of country office staff, in particular regarding donor contract compliance
- 🌀 Provide technical support in the development of country offices humanitarian preparedness plans. Carry out field visits to allocated emergency responses for monitoring, steering and coordination purposes as required.
- 🌀 Project acquisition: identification of new funding opportunities, development of new projects, and proposal writing (mainly ECHO, ADA, NIN)
- 🌀 Management of donor relations and liaison at country and regional level
- 🌀 Contributing with best practises from the regions to knowledge management and learning within CARE Austria
- 🌀 Support to CARE Austria's and CARE International's advocacy, media, and fundraising efforts

Your Profile:

- 🌀 University degree in law or economy or comparable qualification
- 🌀 Proven professional experience of minimum 5 years in emergency preparedness, response and humanitarian program management in complex humanitarian settings through national partners, with a recent experience in developing countries desirable

- 🌟 Strong skills and proven experience in project management and coordination, project cycle management and ensuring donor contract compliance in a responsible and self-organized manner; experience with ECHO, ADA and NIN contracts, as well as with international consortia projects are a strong asset
- 🌟 Demonstrated knowledge and experience of practical application of the Sphere standards, Core Humanitarian Standards and other key accountability standards and policies on e.g. safeguarding, gender, environment, fraud & corruption, anti-terror, etc., and their foundational documents
- 🌟 Knowledge of the local humanitarian context and related emerging trends, including policy developments at national, regional and global levels
- 🌟 Experience in project proposal development; strong facilitation and ideally proposal writing skills. Experience with financial project administration is an asset
- 🌟 Ability to work under time pressure, managing competing deadlines
- 🌟 Excellent communication skills and intercultural competence as well as excellent spoken and written English; good German desired, French is a plus
- 🌟 Demonstrated experience with working and/or traveling in occasionally insecure areas and following strict safety & security protocols
- 🌟 Identification with the values, mission, and goals of CARE

We offer:

- 🌟 Management of a diverse project portfolio
- 🌟 Meaningful work in an international and dynamic environment
- 🌟 Salary ranging between EUR 52.000,- and approx. 55.000,- gross annually (full time 38,75 hours per week). Please note: Actual classification will depend on relevant professional experience and will be calculated in accordance with CARE Austria's salary scheme
- 🌟 Attractive fringe benefits (e.g., annual ticket for Vienna's public transport; Edenred Card/lunch vouchers)
- 🌟 Home-office in coordination with line management and flexitime model
- 🌟 Well-equipped and CO₂ neutral office in central Vienna
- 🌟 Working with an international team of 45 staff members from 12 different nations based in Vienna

Please note: An EU citizenship or valid work permit for Austria is a necessary requirement for this position. Thank you for your understanding that only applicants selected for an interview will be contacted.

We look forward to receiving your application including a **CV and motivation letter in English**, as well as copies of relevant certificates and recommendation letters by **11 March 2024** at bewerbung@care.at. Please indicate in your application letter how you learned about this job vacancy. Applications will be treated confidentially in accordance with the General Data Protection Regulation.

To learn more about CARE International and CARE Österreich, go to www.care.at/resources/, <https://careclimatechange.org/> and <https://www.care-international.org/>.

CARE's Mission: CARE works around the globe to save lives, defeat poverty, and achieve social justice.