



Head of International Programme Support

Working with the world’s poorest people to transform their lives. Concern Worldwide is an international humanitarian organisation dedicated to tackling poverty and suffering in the world’s poorest countries. We work in partnership with the very poorest people in these countries, directly enabling them to improve their lives, as well as using our knowledge and experience to influence decisions made at a local, national and international level that can significantly reduce extreme poverty.

Job Title:	Head of International Programme Support
Job Location:	Seoul, Korea
Job Purpose:	The Head of International Programme Support-Korea will play a key role in the implementation and delivery of Concern Korea’s institutional fundraising programme
Main duties & Responsibilities:	<p>1. Strategic Engagement and Leadership</p> <ul style="list-style-type: none"> - Provide programme guidance for the long-term strategy plan covering institutional funding opportunities in Korea. - Design the programme framework in line with Concern’s Global and Country strategy to achieve the organizational goals. - Lead the International Programme Support Department (IPSD) of Concern Korea to ensure staff capacity, structure, and programme approach and represent the department in the Senior Management Team, ensuring the participative decision-making processes. - Identify new programme opportunities with internal consultations to develop the grant management strategy in Korea. <p>2. Project Management</p> <ul style="list-style-type: none"> - Manage the development of project proposals in line with the grant opportunities from all the government and institutional donors - Guide the overall implementation and monitoring of the projects to ensure programme quality at all stages. - Facilitate the documentation of lessons from the impact of the project and share its performance with wider stakeholders. - Ensure the quality of reporting in line with results-based management framework and donor guidelines. - Serve as the Programme Team Leader on behalf of Concern to liaison with potential donors from both Government and private institutions. <p>3. Communications</p> <ul style="list-style-type: none"> - Build relationships and partnerships with Institutional donors, UN agencies and universities to develop the organizational profile of the programme to address hunger and climate change. - Coordinate and manage the Internal communication with HQ and country offices for all programme related decision making processes. - Network with related organizations, and stakeholders to build partnerships for shared learning opportunities on common goals.

	<p>4. Budget management</p> <ul style="list-style-type: none"> - Prepare effective budget planning for all projects to ensure optimum utilization to meet the contractual obligations of the grants. - Develop and monitor annual income/cost budget projections for timely allocation of the grants to implement the programme. - Monitor and update the budget in accordance with the budget revision processes of Concern Worldwide. - Support the finance and marketing functions to assign the general donations for the priority countries and prepare the annual reports. <p>5. Risk Management</p> <ul style="list-style-type: none"> - Identify all risks and implement mitigation measures in conjunction with the organizational and donor guidelines. - Lead and manage the implementation of Safeguarding policies and procedures, and response to the breach of code of conduct and associated policies of Concern Worldwide. - Promote and ensure accountability in compliance with the Core Humanitarian Standards (CHS) commitments and quality criteria. <p>6. Staff management & Development</p> <ul style="list-style-type: none"> - Undertake initiatives to promote team spirit to ensure an excellent work environment for quality performance. - Support and manage the recruitment of new staff members in coordination with the HR functions. - Mentor staff members to develop their skill base with appropriate training on technical programs for staff members. - Develop linkages for team members to join potential career development opportunities through cross organizational learning. - Enhance the motivation of staff through timely performance review delegation, guidance, and management support for team members.
<p>Person specification:</p>	<p>Basic Qualification:</p> <ul style="list-style-type: none"> • Strong understanding and experience in KOICA, government, and other co-funding project management, also in-country program coordination. • Understanding of international NGOs and the work culture. • Proficiency in English and Korean for effective communication and reporting • Previous work experience in relevant sectors of humanitarian programmes on Climate smart agriculture, Resilient livelihood, WASH and Education. • Excellent leadership and team management skills in multi-cultural settings. • Experience in managing security situations in the context of critical incidents • Empathy with Concern’s mission, vision, goals, and program participants • Strategic thinking/ planning and problem-solving abilities. • Willingness to travel overseas <p>Desirable:</p> <ul style="list-style-type: none"> • Post Graduate qualification in relevant field. • Proven experience (15+ years) of working in the areas of institution/co-funding (Preference for experience of country programme in Asia /Africa) • At least 5 years’ experience of which in the humanitarian/ international development

	<p>sector, with senior Management role to lead the team.</p> <ul style="list-style-type: none"> • Excellent relationship management skills with the team, donors, and key stakeholders • Excellent program/ project management and communication skills
Type of employment	Full-time
To apply:	<ul style="list-style-type: none"> • All applications should be submitted through our official email address, recruit.korea@concern.net, by the closing date. (Closing Date: 15th May) <p><i>Candidates must be legally entitled to work in Korea at the time of application.</i></p>
<p>CCoC</p> <p>Concern has an organizational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy accessible here. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organization, and the standards of behavior expected of them.</p> <p>In this context, staff have a responsibility to the organization to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern’s core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment.</p> <p>By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work.</p> <p>We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.</p>	
<p>Concern Worldwide is an equal opportunities employer and welcomes applications from all sections of the community.</p>	