



Pluralism | Diversity | Inclusion

Vacancy Announcement [Head of Programs - PCI]

Job title and Position “Head of Programs -PCI”	
Reports to	Chief Executive Director / Program Director/National Director
Hierarchy	Program Coordinators/Deputy Program Coordinators/Project Managers
Grade:	TBC
Contract Duration	6 months
Duty Station	Yangon [PCI team in Myanmar and Bangladesh]



CSI Organizational Profile

Center for Social Integrity is a nonprofit organization dedicated to fostering pluralism, diversity and inclusion through three program pillars: Humanitarian and Development, Peace and Conflict, and Research and Policy Advocacy. CSI was founded in 2016 with a focus on long-term peace building, as well as immediate protection and aid for communities affected by conflict. CSI program regions include northern and central Rakhine State, and the Rohingya refugee camps of Cox's Bazar District, Bangladesh.

Job purpose

WHY A CAREER WITH CSI? At CSI, we offer exciting and challenging careers that play an important role in positively impacting the futures of vulnerable families, especially the lives of women and girls worldwide. Inspired by our defined set of values, CSI is active in northern and central Rakhine State and the Rohingya refugee camps of Cox's Bazar District, Bangladesh supporting communities to build a peaceful, cohesive, and pluralistic society, where human dignity is protected, and diversity is recognized as a source of Pluralism | Diversity | Inclusion Center for Social Integrity www.centerforsocialintegrity.org info@csi-global.org strength. Our unique culture fosters diversity and a workplace that strives to ensure all our employees feel respected and included. We offer generous compensation and benefits program and a supportive and meaningful environment where we work together to achieve our goals. Come and be a part of our high-performing team together. We foster a society in which diverse peoples work collectively towards peaceful coexistence and resilience.

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Scope of Role

Financial Approval: According to Authority Matrix

External Representation: Interpersonal contact regular and varied in both oral and written. Negotiation and representation with senior level representatives with positively including stakeholders, partners, donors, and wider CSI community.

Travel: Field Visit if necessity.

Key Responsibilities

Under the guidance of the Chief Executive Director, and in close consultation with the Program Director and the National Director other relevant teams, the Head of Program- PCI will provide technical assistance as follows:

The successful candidate will combine exceptional organizational abilities and writing skills with the ability to work under pressure. S/he will learn and move between all departments to consolidate essential information for accurately reporting CSI's programmatic activities. S/he will be able to capture strategy and planning into concise and clear documents in new proposal developments. The candidate will be organized and maintain a clear electronic and paper filing system. S/he will take the time to learn and understand donor compliance and help ensure best practices are upheld throughout the entire grant management process. The successful candidate will be able to provide constructive input to large relief programs and therefore, must be willing to learn from others. Best practices in cross cutting issues including accountability, gender and protection. S/he must have strong program support skills, good information management skills and maintain a sense of humor.

Strategy Development

- Support CSI's Executive Director and Program Director in developing CSI's short term and long-term program strategy.
- Monitor political, economic, and social landscape of Myanmar to adequately support in adjusting CSI's strategy.
- Ensure that all the projects under Peace and Conflict Initiative pillar are implemented according to CSI's strategies and guidelines.

Program Oversight

- Ensure beneficiaries success with a strong emphasis on empowerment through high quality service that supports beneficiaries to thrive in their community.
- Ensure program activities are implemented consistently with donor requirements and provide technical support, oversight, and leadership to internal and external stakeholders.
- Create and implement a donor cultivation strategy with measurable goals and objectives to expand support under the new External Relations Integration model.
- In collaboration with grant and development staff, create and implement strategies to raise in target budget annually for PCI.
- Create close programmatic linkages between all teams; proactively implement processes and procedures that ensure beneficiaries are connected to relevant programs throughout the organization.



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- Work closely with staff to promote strong relationships across programs while fully implementing a community-centered methodology across all organization's program areas.
- Ensure that all program areas have strategic plans leading to the sustainability and growth of programming; support new project design and program development.
- Develop and maintain strategic community partnerships with key stakeholders.
- Represent the CSI both externally and internally where relevant under the guidance of HQ
- Work with the National Director, Finance Coordinator and program key staff to monitor and manage all program budgets and oversee program outcomes to meet proposed goals.

Compliance & Administration

- Ensure that programs comply with all contractual and reporting requirements.
- Ensure quality data collection across all programs; oversee the production of reports and impact data to provide insight to internal and external stakeholders as well as inform future program design.
- Ensure that programs maintain sound fiscal management including compliance with all HR and donor policies and procedures.
- Represent office and assigned programs with HQ. Guide the implementation of HQ initiatives.

Program Management

- Provide technical and contextualized program support, advice and coaching internally to PCI team members.
- Ensure the effective planning and implementation of the different phases of the project cycle in accordance with CSI's Project Management Guideline, and within timeframe and targets defined in the project proposal.
- Conduct field visits to project areas to monitor the progress and provide technical assistance for trouble shooting in timely manner. In case field is not accessible, engage remotely with beneficiaries and staff to provide mentoring and guidance.
- Support the development of an organizational expertise on Education, including Non-Formal Education, and support technically GPE project team. Involve in the follow-up of the activities against the work plan.
- Mentor CBRD project team and involve in the design and the brainstorming about the activities.
- Provide technical support to Bangladesh team for the design and implementation of Education and Social Cohesion activities.
- Ensure the program's technical follow-up and quality of the activities implemented.
- Ensure that the project management tools of all projects under PCI are regularly updated, the risk register, the work plan and the stakeholder's engagement plan (SEP). Organize one workshop per year to review the SEP.
- Provide regular updates to the Grants and Reporting staff, and communicate changes and plans related to projects in advance for proper clearance with donors.
- With the support of the Communication's focal point, ensure project visibility and donor logo usage is in line with agreements and donor guidelines.
- Work collaboratively with project, logistics and finance staff to prepare and track the progress of project and activity budgets.



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- Liaise with the Safety and Security team to ensure good relations are maintained between CSI and relevant Government authorities at national and district, township levels.
- Support in development/revision of IEC materials and curricula on peace and social cohesion toolkits for training sessions.
- Conduct periodic reviews of staff performance in line with CSI' performance management system; mentor staff to ensure high levels of motivation, commitment, capacity, and teamwork.

Financial Management

- Take overall financial responsibility including preparation of cash forecast in close partnership with Project Managers in Peace and Conflict Initiative
- Support the timely financial clearance by each responsible person for project activities.
- Ensure all project's expenditures are in line with all donor requirements and relevant CSI internal policies and procedures.
- Trace and monitor the budget utilization rate regularly with the assistance of the program support and finance team.

General Management

- Provide high level leadership to program managers including:
- Regular one on one meetings with all direct reports.
- Leadership of PCI portfolio management team composed of managers of each program area.
- Effective delegation of duties and responsibilities.
- Consistent and ongoing feedback and communication.
- Extensive professional development support and coaching of team members.
- Recruit, hire, train and supervise PCI team members.
- Review, and draft if needed, donor reports for content and accuracy prior to submission.
- Oversee grant tracking and billing, coordinating narrative reporting.
- Support HQ in budgeting process.
- Maintain open and ongoing communication with HQ, Development, HDI Program Directors, Program and System Support Director and Finance, HR and Operations leadership, and other key positions.
- Other related duties as assignment.

Monitoring, Evaluation, Accountability and Learning

- Ensure that all attendance sheets comply with the CSI standard, and are recorded, shared and properly stored for possible audits.
- Complete the necessary data entry for the Output Tracker system, on a monthly basis, and ensure that all activities are reflected in the tracker.
- Listen to complaints, feedback and requests from beneficiaries, and report these in a timely manner to the Complaint and Response Mechanism (CRM).
- Promote the CRM at the start of each activity and ensure that CRM visibility is available.
- Regularly monitor the project's indicators and the quality of services in close coordination with MEAL team.



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- Submit monthly progress report and annual report including activities, work done, challenges, expenses and financial situation to Program Director and Executive Director.
- Ensure that lessons learnt are well documented and transparent.
- Involve in the follow up of grievances received under the CRM, support the development of good practices among team members with regards to engagement with community members; report on emergency incidents without delay to Executive Director.

Coordination and Cooperation

- Represent CSI in coordination meetings internally or externally wherever necessary, and briefly update the Program Director and Executive Director.
- Lead PCI program presentation during Program Team Meeting.
- Coordinate with other departments to benefit from potential synergies and implement the project in accordance with the guidelines of CSI.
- Support the establishment of gender sensitive working practices, and act as gender focal point according to the ToR shared separately.
- Perform any other assignments by Executive Director or Program Director.

Demonstrated Skills & Competencies:

- Strong experience with program and budget management, strategic planning and conducting monitoring and evaluation activities to ensure program quality.
- Demonstrated ability to promote an organizational culture that reflects CSI's core values. Ability to lead in a way that recognizes that CSI's work is best accomplished through the true collaboration of individuals from many cultures with a great variety of skills and perspectives.
- Excellent communication skills both written and verbal; fluent English required.
- Solid organizational and project management skills to promote productivity and efficiency.
- Ability to work under pressure and meet deadlines.
- Excellent interpersonal and communication skills: the ability to communicate effectively and diplomatically with grantors, volunteers, partner agencies, government officials, multi-cultural clients, and colleagues on all levels,
- Proven leadership and team-building skills,
- Demonstrated ability to work successfully in a multi-cultural environment.
- Proficiency in Microsoft Office applications (especially Word, Excel, Outlook) and internet research.

Commitment to Diversity and Inclusivity: CSI is committed to building a diverse organization and a climate of inclusivity. All CSI employees must demonstrate, promote those, and contribute to build environment that encourages team members to care about each other's well-being, values contributions, and collaborates to reach shared goals.



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Required Qualifications include:

- Master's degree in Peace and Conflict Studies, Political Science, Social Science, Human Rights or related field of study
- Experience of developing quality proposals for a variety of donors, and compliance with USAID ECHO, UN and DFID
- Minimum 5 years of senior management experience in an international setting, preferably in peace and social cohesion.
- Experience in successfully implementing humanitarian, development, and peace building programming conflict sensitive and volatile context.
- Professional work experience with progressive levels of responsibility, including supervisory and program management experience.
- Self-motivated with the ability to work on own initiative with minimal supervision.
- Ability to produce results in a high pressure and complex environment within tight deadlines and budgets.
- Ability and willingness to work closely with others as part of a diverse team.
- Excellent interpersonal skills with the ability to interact professionally with culturally and linguistically diverse groups of people.
- Strategic thinking and a proven track record of effective strategic change management.
- Strong knowledge of Do No Harm and Conflict Sensitivity Approach.
- Strong people and team management skills including managing people at a distance.
- Good planning, organizational and multi-tasking skills
- Solid programmatic and financial planning skills
- A strong network of contacts in relevant fields.
- Sound project management skills including project proposal development, monitoring and evaluation.
- Excellent written and spoken English.

CSI will offer the successful applicant.

- Competitive salary package depending on experience and skills.
- Medical/Allowance benefits
- Phone top-up cards.
- Public holidays as per Government announcement.
- Attractive leave package

Child Safeguarding Statement

CSI is committed to ensuring that wherever we work in the world, there is no tolerance for the abuse of power, privilege, or trust reinforces a culture of zero tolerance towards any form of inappropriate behavior, abuse, harassment, or exploitation of any kind. The safeguarding of our affected population, staff, volunteers, and anyone working on our behalf is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our Code of Conduct. We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

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CSI is an equal opportunity, disability-confident employer, and committed to achieving the highest standards of fairness, diversity, inclusion, and equality.

Center for Social Integrity has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

How to Apply

Please email your cover letter and curriculum vitae mentioning the position to which you are applying in the subject line mentioned as "Head of Programs - PCI" to jobs@csi-global.org

Application Deadline: No later than 5:30 P.M, 3rd July 2024 (Wednesday)

Applications will be reviewed on a rolling basis so early submission is encouraged as soon as possible.

Women are strongly and locally encouraged to apply.

We thank all applicants for their interest, however only shortlisted candidates will be contacted for an interview.

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