

# Staff Vacancy List



## Concern International Staff Vacancy List

All candidates are asked to apply for vacancies through our internet recruitment tool: Empower. Applications will no longer be accepted by email.

To view and apply for all existing vacancies, please go to [www.concern.net/jobs](http://www.concern.net/jobs)

If at any time you have questions with regards to a particular vacancy, please contact the relevant HR Officer directly:

Burundi, Rwanda, DRC, Niger, Uganda, Tanzania:

Joyce O'Hara

Ethiopia, Somalia, South Sudan, Rep of Sudan, Chad:

Ciara O'Neill

Afghanistan, Pakistan, Haiti, DPRK, Liberia, Sierra Leone, Cambodia:

Sarah O'Toole

Malawi, Mozambique, Kenya, Zambia, Zimbabwe,  
Bangladesh, India:

Ruth Dowling

**Please feel free to share Concern's International Staff Vacancy List with any friends or colleagues you think might be interested in working with Concern. All candidates are asked to apply through our Jobs website [www.concern.net/jobs](http://www.concern.net/jobs)**

*Concern has a Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants, especially beneficiaries, from abuse and exploitation, and to clarify the responsibilities of Concern staff, partner organisations, and anyone engaged by Concern or visiting our programmes, and the standards of behaviour expected of them.*

*Any candidate offered a job with Concern Worldwide will be expected to sign the Programme Participant Protection Policy and the Concern Code of Conduct as an appendix to their contract of employment and conduct themselves in accordance with the provisions in these two documents.*

**Concern International Staff Vacancy List  
27<sup>th</sup> March 2013**

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## Asia

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### BANGLADESH

- [Country Financial Controller](#) – closing date 03.04.13 (or view [summary](#))

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## Central Africa

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### DRC

- [Assistant Country Director Programmes](#) – closing date 27.03.13 (or view [summary](#)) – **NEW!**
- [Country Financial Controller](#) – closing date 03.04.13 (or view [summary](#))
- [Grant Compliance Manager](#) – closing date 03.04.13 (or view [summary](#))
- [WASH Monitoring and Evaluation Coordinator](#) – closing date 05.04.13 (or view [summary](#)) – **NEW!**
- [Area Manager North Kivu](#) – closing date 10.04.13 (or view [summary](#)) – **NEW!**

*Due to the fact that some of these positions are re-advertised, applications will be short listed on a regular basis and we may offer posts before the closing date.*

### NIGER

- [Health and Nutrition Programme Manager](#) – closing date 27.03.13 (or view [summary](#)) **re-advertised**
- [Assistant Country Director Programmes](#) – closing date 03.04.13 (or view [summary](#)) – **re-advertised**

*Due to the fact that these positions are re-advertised, applications will be short listed on a regular basis and we may offer posts before the closing date.*

### TANZANIA

- [Nutrition Programme Manager](#) – closing date 10.04.13 (or view [summary](#)) **re-advertised**

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## Horn of Africa

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### CHAD

- [General Systems Manager](#) – closing date is ongoing (or view [summary](#))  
*Applications will be short listed on a regular basis.*

### SOMALILAND

- [WASH Programme Manager](#) – closing date 03.04.13 (or view [summary](#))

### SOUTH SUDAN

- [FIM Programme Manager](#) – closing date 17.04.13 (or view in [summary](#)) – **NEW!**

## Worldwide

### SIERRA LEONE

- [FIM Programme Coordinator](#) – closing date 03.04.13 (or view [summary](#))

### DPRK

- [Conservation Agriculture Project Manager](#) – closing date 03.04.13 (or view [summary](#)) (Part time position – approximately 6 months per year)

### HAITI

- [Country Financial Controller](#) – closing date 27.03.13 (or view [summary](#))

### LIBERIA

- [BASE Program Manager](#) – closing date 10.04.13 (or view [summary](#))
- [Water and Sanitation Engineer](#) – closing date 03.04.13 (or view [summary](#))

## Asia

<b>Reference:</b>	PO/CFC/BH
<b>Country:</b>	Bangladesh
<b>Job Title:</b>	Country Financial Controller

**Contract Grade:** B

**Contract Length:** 1 year

**Date Needed By:** ASAP

**New Post or Replacement:** New Position

**Accompanied / Unaccompanied:** Unaccompanied

**Reports To:** Country Director

**Responsible For:** Manager-Finance & Accounts and the Partners and Grants Manager.

**Liaises With:**

**Job Purpose:**

The Country Financial Controller (CFC), as a member of the Senior Management Team and the leader of the finance team, will be responsible to ensure the use of financial resources is for organisational purpose and is in a transparent and accountable manner consistent with Concern Worldwide systems and procedures. S/he will contribute in senior management decisions on delivering quality results and demonstrating value for money by providing real time financial information and analysis.

Apply for the job [here](#).

## Central Africa

<b>Reference:</b>	ES/NI/HNPM
<b>Country:</b>	Niger

<b>Job Title:</b>	Health and Nutrition Programme Manager
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**Contract Grade:** B

**Contract Length:** 1 year with possible extension

**Date Needed By:** ASAP

**New Post or Replacement:** Replacement

**Accompanied / Unaccompanied:** Unaccompanied

**Exact Job Location:** Tahoua, Niger

**Reports To:** Area Coordinator (AC)

**Responsible For:** Two National Programme Managers (Child Survival Programme and Nutrition), BCC Officer and Monitoring and Evaluation Officer

**Liases With:** Health Advisor, nutritionist, documentation officer, programme managers and senior management team.

**Job Purpose:**

To oversee the implementation of the Health and Nutrition Programme. Technical support is provided from the Health Advisor and a Nutritionist.

Apply for the job [here](#).

<b>Reference:</b>	JO/NIG/ACD
<b>Country:</b>	Niger
<b>Job Title:</b>	Assistant Country Director Programmes

**Contract Grade:** C

**Contract Length:** 2 years

**Date Needed By:** ASAP

**New Post or Replacement:** Replacement

**Accompanied / Unaccompanied:** Accompanied

**Exact Job Location:** Niamey with at least 50% of the time scheduled and spent in Tahoua to support the programmes and teams

**Reports To:** Country Director

**Responsible For:** Documentation Officer, Health Advisor, Nutrition Advisor

**Liases With:** *Internal* - Health and Education Advisors, General Systems Manager, Logistics, Concern Administration staff, Country Accountant, SAL, Desk Officer and Regional Director as appropriate

*External* - Government representatives at national regional and district level, Partners, INGOs, Technical and research bodies, Consultants, Sector bodies

**Job Purpose:**

As a member of Concern Niger's Senior Management Team, the ACD-Programmes will manage and guide the development of Concern's programme activities in Niger ensuring quality, strategic purpose, participation and accountability. She/He will:

- Lead the quality development and control in programmes through improving programming methodologies, techniques and through a mentoring programme with managers on programme tools and approaches.
- Lead the development and implementation of monitoring and evaluation in Concern Niger's programme activities, in line with CWW programme policies, standards and strategies;
- Ensure the effective and professional management of the donor grants and support fundraising with the development of high quality proposals.

Apply for the job [here](#).

<b>Reference:</b>	JO/ACP/DRC
<b>Country:</b>	DRC
<b>Job Title:</b>	Assistant Country Director - Programmes

**Date requested:** February, 2013

**Contract Grade:** C

**Contract Length:** 24 months

**Date Needed By:** 20<sup>th</sup> May, 2013

**New Post or Replacement:** Replacement

**Accompanied / Unaccompanied:** Accompanied

**Exact Job Location:** Kinshasa

**Reports To:** Country Director

**Responsible For:** Area Manager, Katanga, and Area Manager Kivu

**Liaises With:** Assistant Country Director – Systems, Country Financial Controller, WASH Consortium Director

**Job Purpose:**

As a member of Concern Senior Management Team in DRC, the ACD-Programmes will:

- Lead quality and control in programmes through improving programming methodologies, techniques and through mentoring of managers on programme tools and approaches and methodologies.
- Lead the implementation of the Concern Programme Cycle Management and Evaluation tools in Concern DRC's programme activities.
- Build a network of key technical and peer agencies which allows for shared learning, identifying potential consortium actions, programme development and the establishment of effective advocacy platforms.
- Support fundraising through leading with the development of high quality proposals.
- As a key member of the Concern DRC Senior Management team, actively participate in the management and development of all aspects of the Concern DRC's operations.
- Ensure in-country learning and information sharing across the DRC areas of operation by creating and maintaining good communication linkages between and within programmes and areas.

Apply for the job [here](#).

<b>Reference:</b>	PO/G/DRC
<b>Country:</b>	DRC
<b>Job Title:</b>	Grant Compliance Manager

**Contract Grade:** B

**Contract Length:** Two Years

**Date Needed By:** 1<sup>st</sup> March 2013

**New Post / Replacement:** New Post

**Accompanied / Unaccompanied:** Accompanied

**Reports to:** WASH Consortium Director

**Job Location:** Kinshasa, Democratic Republic of the Congo (DRC) with frequent visits to consortium members' offices and programme areas.

**Responsible For:** Admin & Finance officer

**Liaises With:** All members of the consortium

**Job Purpose:**

The purpose of the role of the Grant Compliance Manager is to ensure consistent application of relevant finance and operations policies and procedures to ensure effective programme implementation as well as compliance with relevant donor regulations.

Apply for the job [here](#).

<b>Reference:</b>	PO/WME/DRC
<b>Country:</b>	DRC
<b>Job Title:</b>	DRC WASH Monitoring and Evaluation Coordinator

**Contract Grade:** B

**Contract Length:** Two Years

**Date Needed By:** ASAP

**Accompanied / Unaccompanied:** Accompanied

**Exact Job Location:** Kinshasa, Democratic Republic of the Congo (DRC) with frequent visits to consortium programme areas.

**Reports To:** DRC WASH Consortium Director

**Responsible For:** The Consortium Coordination Unit Director and Advocacy and Communications Officer when necessary

**Job Purpose:**

The purpose of the role of the DRC WASH Monitoring and Evaluation Coordinator is to be responsible for coordination of quality assurance and reporting according to agreed technical standards of implementation for the WASH consortium. The Consortium comprises the following agencies: Action Contre le Faim (ACF); Agency for Technical Cooperation and Development (ACTED); Catholic Relief Services (CRS); Concern Worldwide; and Solidarités International.

Apply for the job [here](#).

<b>Reference</b>	PO/CFC/D
<b>Country:</b>	DRC
<b>Job Title:</b>	Country Financial Controller

**Contract Grade:** B

**Contract Length:** Two Years

**Date Needed By:** Mid November 2012

**Accompanied / Unaccompanied:** Accompanied

**Exact Job Location:** Kinshasa, DRC with travel to the provincial and field offices.

**Reports To:** Country Director

**Responsible For:** Finance team

**Liases With:** All budget holders, finance staff from consortium partners

**Job Purpose:**

Country Financial Controller is responsible to manage all aspects of the finance function of the Concern Worldwide DRC country programme so that we achieve our objectives in line with Concern Worldwide's policies, procedures and standards.

Apply for the job [here](#).

<b>Reference:</b>	KK/DRC/AM
<b>Country:</b>	DRC
<b>Job Title:</b>	Area Manager North Kivu

**Date requested:** 20<sup>th</sup> March, 2013  
**Contract Grade:** B  
**Contract Length:** 24 months  
**Date Needed By:** 15<sup>th</sup> May, 2013  
**New Post or Replacement:** Replacement  
**Accompanied / Unaccompanied:** Unaccompanied  
**Exact Job Location:** Goma  
**Reports To:** ACD-Systems  
**Responsible For:** Base Manager (Masisi), Programme Manager (Masisi), Area Finance Manager, Assistant Administrator  
**Liases With:** Country Director, ACD Program, Country Finance Controller and HR Manager

**Job Purpose:** This position arises at an important time for the organisation, as the managerial structure in North Kivu is changing with the installation of the ACD-S in the region, and as the Country Team is developing the new Strategic Plan for the coming four year period. The primary role of the Goma based Area Manager (AM), is to oversee the management of programmes in North Kivu under the ACD-S responsibility. The position is central to the organisations operations and the post holder will have the core role of supporting the team to enhance programme delivery according to well established systems and procedures.

Apply for the job [here](#).

<b>Reference:</b>	KK/TAN/NPM
<b>Country:</b>	Tanzania
<b>Job Title:</b>	Scale Up Nutrition Programme Manager

**Date requested:** February 2013  
**Contract Grade:** B  
**Contract Length:** 2 Years  
**Date Needed By:** April 2013  
**New Post or Replacement:** New Post  
**Accompanied / Unaccompanied:** Accompanied (less suitable for children of school age)  
**Exact Job Location:** Iringa Tanzania  
**Reports To:** ACD Programmes  
**Responsible For:** 6 technical staff (agriculture and nutrition) and 5 support staff  
**Liases With:** Liaise closely with livelihood and Water & Sanitation programme staff to ensure programme integration within the programme area, with primary responsibility of representation with the main donor (UNICEF). Coordinate with ministries, international agencies, NGOs, partners and other stakeholders particularly working in health, nutrition and agriculture in the target Regions to further the aims of the multi-sectoral programme and Concern.

**Job Purpose:**  
 To manage and lead a multi-sector nutrition programme providing direct material and capacity support to local government in three Regions in Tanzania.

Apply for job [here](#)

## Horn of Africa

<b>Reference:</b>	CON/CD/GSM
<b>Country:</b>	Chad
<b>Job Title:</b>	General Systems Manager

**Date requested:** 18 Feb 2013

**Contract Grade:** B

**Contract Length:** 2 years

**Date Needed By:** 15 April 2013

**New Post or Replacement:** Replacement

**Accompanied / Unaccompanied:** Unaccompanied

**Exact Job Location:** Currently N'Djamena, Chad (subject to change) with extended periods in the field

**Reports To:** Country Director

**Responsible For:** N'Djamena Admin and Logistics, and field Logistician(s)

**Liaises With:** Goz Beida Area Coordinator, Programme Managers, Suppliers, government officials, logistics and admin managers at other INGOs and UN agencies

**Job Purpose:**

To lead and manage the logistics (procurement, transport/fleet, warehouse, assets), IT and administration functions for Concern programmes in Chad with frequent and extended visits to the programme area. To manage the day to day security of the country programme as the Deputy Security Focal Point. As a member of the Country Management Team (CMT) contribute to the strategic management of the country programme.

Apply for job [here](#)

<b>Reference:</b>	PO/WH/SD
<b>Country:</b>	Somalia/ Somaliland
<b>Job Title:</b>	WASH Programme Manager

**Contract Grade:** B

**Contract Length:** 24 months

**Date Needed By:** 15 March 2013

**New Post or Replacement:** Replacement

**Accompanied / Unaccompanied:** Unaccompanied

**Exact Job Location:** Based in Somaliland with travel to Nairobi and South Central Somalia (security permitting)

**Reports To:** Overall, Emergency Coordinator, but when in Somaliland, reports to Area Coordinator on day-to-day issues.

**Responsible For:** WASH Coordinators (2), Programme Engineers (2), and Hygiene Promotion Officer

**Liaises With:** Assistant country directors (2), Emergency Coordinator, Area manager, FIM Programme Manager, Partner organisation staff



**Job Purpose:**

The purpose of this position is to lead, manage and provide technical support to the WASH Programme in Somalia/Somaliland including the provision of strategic oversight for the programme. This includes both emergency WASH programmes and long term development programmes in rural and urban contexts through direct implementation and through three implementing partners. The WASH Programme Manager will provide support on both hardware and software programme components and ensure programme uniformity across all operational areas. S/he will contribute to the strategic objective of raising Concern Somalia and Somaliland profile as an expert organization in the WASH sector in the country. The position will also ensure participation in the WASH cluster and taking a lead role in coordination forums including with line ministries.

Apply for the job [here](#).

<b>Reference:</b>	PO/FPM/SS
<b>Country:</b>	South Sudan
<b>Job Title:</b>	FIM Programme Manager

**Contract Grade:** B

**Contract Length:** 1 year (Renewable)

**New Post or Replacement:** Replacement

**Accompanied / Unaccompanied:** Unaccompanied

**Exact Job Location:** Nyamlel, Aweil, Northern Bahr el Ghazal, South Sudan

**Reports To:** Assistant Country Director Programmes

**Responsible For:** Project Managers, Programme Coordinators and Technical Programme Staff

**Liaises With:** Programme Manager- Health & Nutrition, General Systems Manager, Relevant Technical Advisers in HQ (Dublin) and Line Ministries & other stakeholders in South Sudan

**Job Purpose:** Responsible for overall design and management of the Food, Income & Markets (FIM) programme in South Sudan. The incumbent will be expected provide both strategic and managerial leadership to the programme team, while maintaining effective liaison with relevant internal and external actors. The position will represent Concern Worldwide at various relevant forums.

Apply for the job [here](#)

## Worldwide

<b>Reference:</b>	PO/CA/DK
<b>Country:</b>	DPR Korea
<b>Job Title:</b>	Conservation Agriculture Project Manager

**Contract Length:** 2 years, donor funding secured for 36 months (part time position approximately 6 months per year)

**Date Needed By:** ASAP

**New Post or Replacement:** Replacement

**Accompanied / Unaccompanied:** Unaccompanied

**Exact Job Location:** Based in Pyongyang with field visits to the project sites.

**Reports To:** FIM Programme Manager (FIM PM)

**Responsible For:** Irish Funded project, 'Conservation Agriculture for Sustainable Food Security and Nutrition in Agro-climatic Zones of DPRK'

**Liaises With:** Academy of Agricultural Sciences/ Soil Research Institute; UN agencies; other EUPS units and international agencies working on similar food security issues and especially with FAO who are implementing a CA project on flat land.

**Job Purpose:**

To contribute to delivery of Concern's - Food, Income and Market (FIM) Programme with specific responsibility to manage the Conservation Agriculture (CA) project funded by Irish Aid (IA) in line with the Country Strategic Plan (CSP) in DPR Korea and to ensure that the Conservation Agriculture project is effectively implemented and compliant with both Concern Worldwide (CW) and donor policies and procedures (especially those applicable to the Irish Aid).

Apply for the job [here](#).

<b>Reference:</b>	PO/CFC/HA
<b>Country:</b>	Haiti
<b>Job Title:</b>	Country Finance Controller

**Contract Grade:**

**Contract Length:** 1 year

**Date Needed By:** June 15<sup>th</sup> 2013

**New Post / Replacement:** Replacement

**Accompanied / Unaccompanied:** Unaccompanied

**Exact Job Location:** Port au Prince, Haiti

**Reports To:** Country Director

**Responsible For:** Finance manager, internal auditor, finance assistant and field based finance and administration assistants.

**Liaises With:** Assistant Country Directors Systems/ Programmes, Area and Programme Coordinators, Programme Managers and Officers, Programme Support Officers.

**Job Purpose:** The Country Financial Controller is responsible to manage all aspects of the finance function of the Concern Worldwide Haiti country programme so that we achieve our objectives in line with Concern Worldwide's policies, procedures and standards.

Apply for the job [here](#).

<b>Reference:</b>	SO/BPM/LIB
<b>Country:</b>	Liberia
<b>Job Title:</b>	BASE Program Manager – Lofa County This is an integrated area based program manager position

**Contract Grade:** B

**Contract Length:** 2 years

**Date Needed By:** Late August 2013

**New Post / Replacement:** Replacement

**Accompanied / Unaccompanied:** Unaccompanied

**Exact Job Location:** Zorzor, Lofa County with monthly travel to Monrovia

**Reports To:** Assistant Country Director Programmes (ACDP)

**Responsible For:** Lofa County Programme Team; directly line manages 5 staff (two district managers,

national engineer, administration & logistics officer and finance assistant)

**Liaises With:** Country Management Team, Sector Coordinators, Programme Support Officer, County & District level officials, NGOs and other relevant stakeholders

**Job Purpose:**

This is an integrated area based program manager position. Leads, coordinates and implements Concern’s integrated BASE (building assets for sustainable development) area based program. Ensure the effective and professional coordination of Concern Liberia’s programme activities in Lofa County. Ensure that the Lofa Programme which includes Health, Food Income and Market (Livelihood security) and Education components are implemented effectively and efficiently and in line with Concern’s concept of ‘How Concern Understands Extreme Poverty’. Assist in the design, and planning of any future programme activities for Concern in Liberia. Develop staff capacity including their ability to learn from lessons and strengthening current programme activities. Work closely with the government line departments and other stakeholders to ensure that Concern Worldwide programmes in Lofa contribute to the goals of the Government of Liberia. Ensure all programme support services (Finance, Logistics, and Transport) are following Concern policies and procedures and are providing an efficient service to the programme. Represent the BASE program and all our staff as a CMT member.

Apply for the job [here](#).

<b>Reference:</b>	PO/WSE/L
<b>Country:</b>	Liberia
<b>Job Title:</b>	Water & Sanitation Engineer

**Contract Grade:** B

**Contract Length:** 6 months (with potential to extend to 2 years if DFID funding is secured)

**Date Needed By:** June 2013

**New Post / Replacement:** Replacing the incumbent water engineer

**Accompanied / Unaccompanied:** Unaccompanied

**Exact Job Location:** Based in Monrovia for now (we will locate the engineer where the number of Watsan construction contracts is greatest – so may change from year to year) with monthly travel to Lofa and Grand Bassa;

**Reports To:** Country Director

**Responsible For:** the leadership, project & grant management of a small WASH team (3 persons) in Montserrado (this is expected to increase in size & responsibility if DFID or UNICEF funds are secured) and the contract management of ALL engineering contracts within the country program; plus capacity building of one national engineer based in Lofa;

**Liaises With:** Area based program managers in two counties, ACDP, ACDS, CD, Country Financial Controller for sign off of on all tranche payments, all of the contractors with ‘active’ contracts, Local County Ministry of Public Works and Ministry of Health and Social Welfare officials and the Liberia WASH Consortium technical working group.

**Job Purpose:**

To ensure that the WASH interventions across the country program are being implemented at a sufficiently high standard to make a lasting impact on the lives of our extreme poor target group and the provision of quality technical support to the area based programs through the delivery of specific construction projects e.g. feeder roads and culverts.

- Project and grant manage the Montserrado WASH project which is funded by Charity Water (£1.1 million over three years).
- Ensure technical quality, policy and procedural compliance of all construction contracts undertaken by Concern
- Provide capacity building to the national engineer and the staff of the district area based teams implementing engineering projects
- Provide technical support for all WASH related infrastructure and ensure compliance with SPHERE standards and Government sanitation policy on CLTS

- Supervise construction contract management from contractor appraisal, tendering procedure, contract issuance, contractor management, payment certification of measured contracts according to the work plan and donor deadlines
- Provide technical support for other construction contracts such as road, culvert and bridge works
- Ensure that staff and contractors are compliant and fully understand their obligations when signing the program participant protection policy (P4) and where non-compliance is suspected, to inform a member of the CMT so that the appropriate action can be taken by the Country Director.

Apply for the job [here](#).

<b>Reference:</b>	PO/SL/FIM
<b>Country:</b>	Sierra Leone
<b>Job Title:</b>	Food, Income and Markets Programme Coordinator

**Contract Grade:** B

**Contract Length:** 2 years

**Contract Status:** Unaccompanied

**Job Location:** Tonkolili (55%) with frequent travel to Freetown (45%)

**Reports to:** Assistant Country Director Programmes

**Responsible For:** All technical support to the rural and urban FIM programmes Line management of the PUCAFS Project Manager in Freetown

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**Job Purpose:**

To provide overall strategic, technical and management leadership to the Food, Income and Markets (FIM) Programme at micro, meso and macro levels in Concern Sierra Leone ensuring that the highest standards of programme implementation, monitoring, evaluation and reporting are attained. To fund raise for the FIM programme through innovative approaches that incorporate learning in programme design.

Apply for the job [here](#).