



Plan International Belgium Recruits a Programme Manager

Plan International Belgium

Plan International Belgium has been working for over 40 years to create a fair and safe world for all children. All children, boys and girls, have the right to enjoy a quality education and opportunities for personal development. However, throughout the world, girls are still too often disadvantaged, discriminated against and sometimes even abused.

Plan International Belgium is part of an ambitious international federation with projects in almost 80 countries (including Belgium), worldwide. Our projects generate impact by influencing policy, raising awareness and implementing projects with and for children and young people.

Plan International Belgium is a growing organisation. In the last five years, our income has increased from 14 to 20 million euros and we have grown from 40 to about 60 highly committed colleagues.

In order to realise its great ambitions and its mission for children, Plan International Belgium is looking for an enthusiastic and competent **Programme Manager** for its International Programmes department.

Your role as Programme Manager

The Programme Manager will work within the International Programmes department and is responsible for the result areas and main roles defined below, in order to ensure the quality of the implementation of Plan International Belgium's development projects and programmes funded by institutional donors, the achievement of results and the mitigation of associated risks.

Tasks and responsibilities

Management and supervision of a project portfolio

- Provide technical, administrative and managerial support to the project implementation teams based in the partner countries to ensure the achievement of the expected results
- Ensure proper planning and implementation of activities (work plan, relevance, timing, adequate support)
- Ensure the monitoring of activities, achieved results and performance indicators of projects and programmes
- Coordinate donor reporting
- Ensure the coordination of evaluations (internal/external) and take lessons learned into account in the programming cycle

- Develop a close working relationship with country offices and key partners

Development of a relationship of trust with Plan International's country offices in Plan International Belgium's partner countries

- Develop a constructive working relationship with key partners including institutional donors
- Act as a Single Point of Contact (SPOC) for exchanges between country offices and Plan International Belgium

Administrative and financial management of grants

- Ensure financial monitoring and compliance of projects and programmes (with the support of specialised teams)
- Identify risks (financial, reputational, operational) related to the implementation of projects and programmes, and take the necessary corrective measures

Contribution to the development and implementation of the International Programmes strategy of Plan International Belgium

- Actively contribute to strategic thinking within the International Programmes department
- Identify opportunities for business development in partner countries
- Contribute to the development of new activities in the countries for which he/she is responsible

Development and maintenance of advanced technical expertise

- Act as a technical referent for the countries for which he/she is responsible
- Develop strong technical knowledge in at least one of Plan International's thematic areas, the so-called Areas of Global Distinctiveness (AoGD)
- Develop or maintain strong gender expertise

Your profile

The candidate must already have a Belgian national registration number and a work permit for Belgium. This function is carried out from Belgium.

Knowledge, experience and skills

Level of education/experience

- Master's degree or equivalent in development science, humanities, social sciences,...
- At least five years' experience in project management (including at least three years based in the field)

Knowledge/Expertise

- Professional knowledge :
 - Very good knowledge of development cooperation
 - Strong expertise in project management
 - Thematic expertise: very good technical knowledge in one or more Plan International AoGDs
 - Donor expertise: good knowledge of the requirements of the main institutional donors (EU, DGD, UN...)

- Geographical expertise: solid socio-economic expertise of the intervention area under his/her supervision
- Excellent coordination, planning and organisational skills with the ability to manage complex tasks to agreed deadlines
- Ability to plan workload and demonstrate accountability
- Ability to work flexibly under pressure, prioritise and meet deadlines
- Knowledge of MS Office
- Language skills:
 - Bilingual French / English
 - Knowledge of Dutch is an asset
 - Knowledge of Spanish is an asset

Personal profile and skills

- Core competencies
 - Understanding children's rights, girls' rights and gender equality issues
 - Achieving objectives
 - Working in a team
 - Being involved in the organisation
 - Good writing skills
 - Demonstrating a digital mindset
 - Behaving in accordance with the core values of Plan International Belgium
- Functional competencies
 - To collect, process and analyse information
 - To organise and plan
 - To support
 - To advise
 - To demonstrate reliability and empathy

Our offer

- ✓ A rewarding work environment in a Belgian and international context, within an international and ambitious NGO
- ✓ The opportunity to make a difference for children and young people in our partner countries and in Belgium
- ✓ An opportunity to develop professionally, with competent, motivated and committed colleagues
- ✓ A full-time contract of employment for an indefinite period
- ✓ Competitive remuneration in the NGO sector, complemented by extra-legal benefits (group insurance, hospital insurance, meal vouchers, free public transport (commuting), telework bonus).

Plan International Belgium is located in the heart of Brussels, right next to Brussels Central Station. Telework can be combined with working from the office.

Interested?

We look forward to receiving your CV and cover letter!

Send your **CV** and **cover letter** to job@planinternational.be with the reference "Programme Manager" by **20 May 2024**.

If you live outside Belgium, please confirm that you have a Belgian national registration number and a work permit when you apply.

Safeguarding Children and Young People

As part of the Safeguarding Children and Young People scheme, we ask each employee to submit a criminal record extract (model 2).

Equal opportunities are very important to Plan International! We therefore select you on the basis of your qualities and skills, regardless of your age, origin, gender, sexual identity, religion or other criteria unrelated to the position.