



JOB VACANCY

Non Formal Education Deputy Program Manager

Iraqi Kurdistan

Background of the Project

France Libertés – Fondation Danielle Mitterrand (FL), is a non-governmental, non-profit organization based in Paris, France, created by Danielle Mitterrand in 1986. Its purpose is to advocate and defend human rights, support the struggles of oppressed, especially autochthonous people, around the world as well as advocating and acting to ensure the recognition of water as humanity's Common Good. In 1989, Danielle Mitterrand played a key role in stirring and mobilizing the international community to stop Saddam Hussein's war against Kurdish people and in hosting 1000 Kurdish refugees in France. Since then, the foundation has been supporting them in their struggle for freedom and peace. From 2013, France Libertés, helped by the "federation Leo Lagrange", supports the Kurdish Regional Government in its action to set qualitative policies and framework for young people. FL takes since 2015 an active role to develop and spread Non-Formal Education methodologies and activities for Kurdish people as well as Refugee and IDPs in Iraqi Kurdistan.

Federation Leo Lagrange (FLL), is a grass-roots educational movement that has been striving for social progress and people welfare and emancipation since its establishment in November 6, 1950, through implementation of non-formal education and social activities in France and abroad. It does organize educational activities and programs in more than 250 social and leisure centers France-wide and train more than 10 000 youth leaders every year worldwide (mainly in France).

Leo Lagrange operates in Kurdistan, thanks to its partnership with the foundation Danielle Mitterrand, since 2013, through the provision of expertise, field visits and trainings for youth and children social workers.

Project: France Libertés, with the support of the Fédération Léo Lagrange, launched in September 2016, the 3 years programme "Animation and Resilience" aiming to provide access to Non Formal Education activities to refugee and IDP children as well as to establish a youth worker training scheme in Kurdistan for trainers and youth workers.

During the 3 years, it is planned to support local NGOs to organize NFE activities within 9 camps (3 per year). Train and monitor IDPs and refugee facilitators to enhance the welfare and trauma recovering of children. Although activities for children are planned in IDP and Refugee camps in Kurdistan, especially within child friendly spaces, they usually are more based on recreational activities without educational purposes provided by non-educational NGOs. Therefore FL designed such program to bring NFE approach and values and use it to play a key role to answer children needs in emergency situation on long term basis. Tools and methods need to be created and specific innovation is expected to be spread around to be used in other camps in Kurdistan as well as in the world. Inputs on child protection are expected especially related to the spirit of Non Formal Education approach.

In the meantime FL organize in cooperation with the Kurdish Government a long term training for trainers aiming to provide Kurdistan with 12 trainers on non-formal education methodologies (applied to Kurdish

realities) able to spread them and its spirit across Kurdistan. The 1st session was organized in May and second one will happen at fall.

Currently activities are ongoing within 3 camps until beginning of October and new ones will start from September for 11 month in 3 other camps.

The programme and the office are run by a Programme Manager (expat) in Erbil and a project officer (Kurdish) in Soulaymaniah.

Location of the job offer: Iraqi Kurdistan, **the Deputy Programme Officer (DPM)** will be based in Erbil, Ainkawa, within the office of France Libertés. Activities will take place in the whole Iraqi Kurdistan, **thus regular trips around the country are to be expected.**

Duration of the contract: 9 month starting mid-August 2017 with a 2 month trial period. **Role holder, if complying the requirement will take over the Programme Manager Position after the 9th month period (April 2018) until august 2019.**

Role Purpose:

The Deputy Programme Manager assists the Programme Manager and plays a key role in the implementation of the program. S/he will assist on work and educational program design and implementation. S/he will be responsible in budget holding, reporting, recruitment and fundraising. S/he will act as liaison officer towards local and national authorities, partners and staff. S/he will co-lead, after a training period, training for facilitators and trainers. S/he will lead edition of educational material in Kurdish and Arabic language and may cover the translation-interpretation needs of trainings and meetings whenever necessary. S/he will lead the logistic and administrative provision. S/he will propose new interventions to the Program Manager. While PM absence, s/he will provide interim coverage of the PM position.

TASKS and responsibilities:

1. S/he ensures the good and smooth implementation of a youth worker training framework in Kurdistan and edition of tools on active methods and NFE together with the KRG.
 - Organize the long term training course (2 years term) of NFE trainers including co-editing and translating educational tools and booklet.
 - Organize a long term training course (1 year, 3 rounds) of emergency NFE facilitators involving IDPs and refugees including co-editing and translating educational tool and booklet.
 - Advice the PM and ensure good communication with the Kurdish authorities to establish official certification of NFE trainer and NFE Facilitators in Kurdistan.

2. S/he organizes and monitors the implementation of NFE activities for children within Kurdish IDP and refugee camp.
 - Ensure the logistic and administrative follow-up.
 - Monitor the educational quality and supervise the training.
 - Participate in the recruitment, training and monitoring of the NFE facilitators.
 - Participate and advice the team in editing educational materials regarding NFE in emergency situation and trauma recovering processes.
 - Ensure implementation of the assessment (including impact measurement) framework within the project.

3. S/he ensures the administrative management of the team of employees and volunteers as well as office.
 - Act as liaison officer towards Kurdish Authorities (including Asayesh) to ease all administrative process.
 - Set Human Resources tools, ensuring that each team understand its roles and receive appropriate supports.
 - Ensure that volunteers receive qualitative feedback and recognition of their work.

4. S/he ensures administrative monitoring of the project

- Assists the PM in administrative and bookkeeping for all active Education grants/awards in the field office
- Report on monthly basis to the desk office regarding the budget and administrative work.

5. S/he represents France Libertés in Iraqi Kurdistan

- In the absence of the PM, represents the organization with the official, donors, sponsors and other relevant partners.
- Attends meetings and joins, if relevant, national platforms.
- Reports to the PM and if needed Headquarter, on monthly basis about Kurdish current situation.

6. S/he updates the desk office with potential Kurdish based funding.

- Supports the PM in maintaining close cooperation to potential donors and application for funding in Irak and Kurdistan.
- Participate in funding application if needed.

Expected profile:

Qualification and experience:

- Bachelor's degree, and preferably post-graduate university degree, in subject related to emergency education, education, psychology or international project management.
- Minimum 1 years' experience in leading or at least assisting, NFE project.
- Experience in assisting and supporting Program Manager.
- Demonstrated skills to organize training and other educational activities.
- Knowledge of alternative and participative educational methods.
- Minimum 1 year experience in working in a different cultural context.
- Demonstrated skills in dealing with traumatized/trauma-recovering children
- Demonstrative skills in logistic and administrative management

Skills and behavior:

- Excellent and proven skills of Kurdish, Arabic and English required (written and spoken).**
- Strong interest for emergency education.
- Strong motivation and ability to face challenges and work with in team.
- Good communication and coordination skills.
- Ability and motivation to work in an intercultural environment.

JOB CONDITION:

- Employed with Fixed term, local, contract of 9 Month, five days per week, 8 hours per day*.
- Starting date: Mid-August.
- Monthly Income: 1350 dollars.
- Training and study visit in France for 2 weeks.
- * Time schedule might need to be adapted to the job needs (travels, trainings etc)

Application process

Please send your application (CV and covering letter), in English and titled as "NFE Deputy Program Manager" to Xenia Koutentaki (nfe.kurdistan@france-libertes.fr) no later than 1st of July 2017. Shortlisted candidates will be informed about an interview process to be contacted from the 9th of July.