

## JOB ADVERTISEMENT

### CARITAS INTERNATIONALIS

is searching for

### ***Institutional Development and Capacity Strengthening (IDCS) Programme Manager***

This is an exciting opportunity to join Caritas Internationalis' Confederation Development Team to contribute to the institutional development and capacity strengthening of Member Organisations (MOs), in order to promote their long term-sustainability, with the aim to increase the effectiveness of the Confederation through localization.

If you have experience in organisational development, and are energetic and committed to working in a team and in partnership, please get in touch. We'd love to hear from you.

#### **Mission**

The *Institutional Development and Capacity Strengthening (IDCS) Programme Manager*, as a member of the Confederation Development Team, will support and accompany Member Organisations, especially the most in need, in their organisational development process, and contribute to the coordination of the capacity strengthening efforts across the Confederation, in cooperation with the Regional Secretariats, by studying and analysing capacity strengthening methods and developing training modules and training sessions. This role will report to the Director of Confederation Development, and work closely with the CI Management Standards Programme Manager, the other team members, as well as other Departments of the General Secretariat.

*Caritas Internationalis* (CI) is a Catholic non-profit organisation, a Confederation of 162 Members in seven different Regions spread all over the world. The mission entrusted to *Caritas Internationalis* and its network of National Member Organisations is to work for the dignity of the human person, in particular the poor and the neediest, to contribute to the promotion of integral human development, to coordinate the humanitarian responses of its members in order to save lives and rebuild the affected communities, thus helping to spread charity and justice in the world in the light of the Gospel and of the teaching of the Catholic Church.

<b>Type of contract</b>	Fixed-term contract - 2 years (full time) with the possibility of being extended to permanent.
<b>Work place</b>	<i>Caritas Internationalis</i> , General Secretariat – Vatican City
<b>Package</b>	Competitive, tax free if you are or become resident in Italy

**Job position:** Programme Manager Institutional Development and Capacity Strengthening (IDCS)

**Job title and functional level:** Level 9 – Programme Manager/Senior Officer

**Department:** Confederation Development

**Line Manager:** Director of Confederation Development

**Work Place:** Caritas Internationalis General Secretariat, Vatican City

### Main responsibilities

- To coordinate the overall programme of institutional development and capacity strengthening (IDCS), facilitate and enhance global, regional and national initiatives of organisational development;
- To coordinate the development and implementation of the Confederation's institutional development and capacity strengthening strategy;
- To facilitate the review process of the Member Organisations' (MOs) improvement plans following the assessments against the CI Management Standards (CIMS), in coordination with the CIMS Programme Manager;
- To accompany Member organisations in challenging situations and support them in their organisational development process;
- To gather and analyse data in order to identify global and regional trends, and to develop training modules accordingly;
- To enhance coordination of capacity strengthening initiatives, also in cooperation with partners and other stakeholders;
- To organise and facilitate training and capacity strengthening initiatives across the Confederation, also in cooperation with the CIMS Programme Manager;
- To enhance digital learning and promote e-learning process;
- To support the Confederation's global and regional working structures related to institutional development and capacity strengthening;
- To facilitate the promotion and implementation of the Confederation's instruments to support Regions and MOs' in strengthening their structures (e.g. CI Organisational Development Solidarity Fund);
- To work with and support other CI General Secretariat departments to develop, promote and facilitate initiatives of capacity strengthening in different sectors and to coordinate support to MOs in need.

### Main requirements

- University degree(s) in a subject related to humanitarian, development, international relations, social sciences, faith-based contexts, and/or other relevant field(s);
- At least 7 years' experience in management of programmes and guiding processes in a network/ multi-stakeholder environment, especially in complex contexts, with role of coordination;
- Working proficiency in written and oral English; knowledge of French or Spanish is a strong asset;
- Experience in programmes of institutional development and capacity strengthening;
- Deep knowledge of the Caritas Confederation and relevant experience in a Caritas environment;
- Field experience in an international context (e.g. support to local structures, coordination of field programmes) is a strong asset;
- Knowledge and experience of developing training modules and facilitating training sessions;
- Demonstrable training and facilitation skills;

- Capacity to work in a diverse team and a multicultural environment;
- Adaptability, flexibility and availability to travel in different countries, even with short-term notice;
- Proficient computer skills and experience working with Microsoft Office software, and other digital communications platforms;
- Demonstrable empathy and respect for the faith and values of the Catholic Church;
- Understanding of, and commitment to, the principles of Catholic Social Teaching.

*This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required. This job description is subject to regular review and appropriate modification.*

Vatican City, 19 April 2024

Please send the **CV**, the **cover letter** (English language) and the **Job Application** by **10<sup>th</sup> May 2024 (12:00 Rome time)** to the attention of **Dr. Yari Bergamasco**, *Human Resources & Legal Affairs Manager*, to [hr@caritas.va](mailto:hr@caritas.va).

Please, note that the **interviews** for this position will be held by **30 June 2024**. Details will be communicated to shortlisted candidates later.

*Come and join us and help make a real difference in the lives of the world's poorest communities.*

*Caritas Internationalis is committed to safeguarding people from exploitation and abuse in its work and has specific policies on this commitment which outline the expected behaviour and the responsibility of all staff. We follow safe recruitment practices according to our Safeguarding Policies.*

*Any candidate offered a job at Caritas Internationalis is expected to sign a Code of Ethics and a Code of Conduct as an appendix to their contract and agree to conduct themselves in accordance with its provisions.*

**PLEASE COMPLETE THE FORM BELOW TO APPLY FOR A POSITION WITH US**

**FULL NAME**

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Name	Last name

**CURRENT ADDRESS**

<input type="text"/>	
Street Address	
<input type="text"/>	<input type="text"/>
City	State

**E-MAIL ADDRESS**

**PHONE**

**APPLY FOR POSITION**

**DATE**

**SIGNATURE**

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