

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

JOB DESCRIPTION

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

1. To coordinate the overall programme of institutional development and capacity strengthening (IDCS), and facilitate and enhance global, regional and national initiatives of organisational development in cooperation with the Regional Secretariats;
2. To coordinate the development and implementation of the Confederation's institutional development and capacity strengthening strategy;
3. 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, and support the Member Organisations most in need, to develop their improvement plans and monitor their implementation, in collaboration with the Regional Secretariats;
4. To accompany Member organisations in the most challenging situations and support them in their organisational development process as needed, also in dialogue with their management and leadership;
5. To identify global and regional trends, working in cooperation with the CIMS Programme Manager, Regional Secretariats and relevant CI working structures, and to develop training modules at global and regional levels accordingly, to be adapted to different contexts;
6. To facilitate the identification and sharing of best practices related to organisational development within the Confederation, and enhance coordination of capacity strengthening initiatives, also in cooperation with other partners and stakeholders;
7. To organise and facilitate training and capacity strengthening initiatives across the Confederation, also in cooperation with the CIMS Programme Manager for topics related to CIMS;
8. To enhance digital learning and promote e-learning process;
9. To gather, process and analyse data related to IDCS;
10. To facilitate and support the implementation of the CI Strategic Framework through the work of CI working structures related to institutional development and capacity strengthening;
11. To support the work of Regional IDCS structures;

12. 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);
13. To contribute to the implementation of the CI Management Standards by supporting the work of the CIMS Programme Manager in analysing areas of strengths, organisational risks, review process of tools, development and facilitation of training sessions;
14. 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;
15. To make sure that activities and initiatives related to the work areas above are in line with the operational plan and budget;
16. To contribute to the overall work of the Confederation Development Department and to the growth of the team.

Profile

- 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 facilitation and coordination;
- Working proficiency in written and oral English; knowledge of French, Spanish and/or Italian is a strong asset;
- Knowledge of and experience in programmes of institutional development and capacity strengthening;
- Deep knowledge of the Caritas Confederation's structure 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;
- Interest in and knowledge of developing training modules and facilitating training sessions (previous experience in it is an asset);
- Demonstrable training and facilitation skills;
- Excellent communication skills;
- Interpersonal and leadership skills to facilitate trust and good communication between all parties;
- Strong analytical, monitoring, evaluation and reporting skills;
- Capacity to work in a diverse team and a multicultural environment with a spirit of respect and service;
- Understanding of an "accompanying attitude" and ability to promote it with Member Organisations;
- Capacity and willingness to be flexible and to work well under pressure;
- Capacity and willingness to work with discretion regarding matters of high confidentiality or importance;
- Ability to communicate clearly and to a high standard (oral and written);

- Ability to meet assigned deadlines and be results-oriented;
- Adaptability, flexibility and availability to travel in different countries, even with short-term notice;
- Proficient computer skills and experience working with Microsoft Office software (Word, Excel, PowerPoint, Outlook, etc.), and other digital communications platforms (e.g. Zoom);
- 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.