



**CARE Österreich, Verein für Entwicklungszusammenarbeit und humanitäre Hilfe,
seeks an experienced**

Program Officer (m/f/d) – Middle East and Balkans

Contract: Full Time (38,75 hours per week)

Duty Station: Vienna, 15% international travel

Starting date: 1 February 2025

Application Deadline: 10 November 2024

Who we are:

CARE is one of the world's leading development and humanitarian aid agencies, fighting poverty and injustice in over 100 countries and helping more than 70 million people each year to find paths out of poverty, with a specific focus on the empowerment of women and girls. We save lives in disaster and conflicts and stand with women, girls, and their communities to achieve lasting change for a better future.

What we are looking for:

In line with CARE's mission, vision and core values, the Program Officer develops and oversees CARE Austria's project portfolio in the Middle East and the Balkans. Current programs of CARE Austria have a geographic focus on Jordan and the West-Balkans. The thematic scope includes economic empowerment programming with an evolving focus on green economy, support to youth, and gender equality as a cross-cutting theme.

Your Responsibilities:

- 🌟 Overall coordination of CARE Austria projects and activities in the target regions in collaboration with CARE Country Offices and consortium partners
- 🌟 Management of donor contracts in collaboration with project controlling and in accordance with CARE program standards and donor guidelines - mostly the Austrian Development Agency (ADA) and the European Union
- 🌟 Mentoring and backstopping of country office staff, in particular regarding donor contract compliance
- 🌟 Technical assistance and/or supervision of technical experts
- 🌟 Monitoring and evaluation of projects, including field visits to project areas, and project reporting
- 🌟 Identification of new funding opportunities, development of new projects, and proposal writing
- 🌟 Management of donor relations and liaison at country and regional level
- 🌟 Contributing best practises from the target regions to knowledge management and learning within CARE
- 🌟 Support to CARE Austria's and CARE International's advocacy, media, and fundraising efforts

Your Profile:

- 🌟 University degree with specialisation in international or economic development, business administration, environmental studies or other disciplines relevant for development cooperation
- 🌟 Strong skills and proven experience in project management and coordination, project cycle management and ensuring donor contract compliance in a responsible and self-organized manner; experience with EU and ADA contracts, as well as with international consortia projects are a strong asset
- 🌟 Three to five years of relevant work experience in the development context

- 🌟 Technical expertise in one of the following areas is an asset: economic development, green economy and climate change adaptation, Triple Nexus
- 🌟 Experience in project proposal development, facilitation and proposal writing skills
- 🌟 Work and/or travel experience in countries of the Global South, in particular the Middle East and/or the Balkans are an asset
- 🌟 Experience with financial aspects of project management is an asset
- 🌟 Excellent communication skills and intercultural competence
- 🌟 Ability to work under time pressure and management of competing deadlines
- 🌟 Ability to execute and take on complex tasks in a reliable, self-organized and responsible manner
- 🌟 Excellent spoken and written English; good German desired
- 🌟 Efficiency in using MS-Office tools
- 🌟 Identification with the values, mission, and goals of CARE

We offer:

- 🌟 Management of a diverse project portfolio
- 🌟 Meaningful work in an international and dynamic environment
- 🌟 Salary ranging between EUR 53.000,- and approx. 56.000,- gross annually (full time 38,75 hours per week). Please note: Actual classification will depend on relevant professional experience and will be calculated in accordance with CARE Austria's salary scheme
- 🌟 Attractive fringe benefits (e.g., annual ticket for Vienna's public transport; Edenred Card/lunch vouchers)
- 🌟 Home-office in coordination with line management and flexitime model
- 🌟 Well-equipped and CO₂ neutral office in central Vienna
- 🌟 Working with an international team of 45 staff members from 12 different nations based in Vienna

Please note: An EU citizenship or valid work permit for Austria is a necessary requirement for this position. Thank you for your understanding that only applicants selected for an interview will be contacted.

We are looking forward to receiving your application. For applications please go to [Job platform](#) and upload your CV and Motivation letter by **10 November 2024**. Applications will be treated confidentially in accordance with the General Data Protection Regulation.

To learn more about CARE Austria, visit www.care.at and for information in English please go to www.care.at/resources/.

CARE's Mission: CARE works around the globe to save lives, defeat poverty, and achieve social justice.