

Portfolio Manager Syria

Location: [Europe & the Middle East] [Jordan]

Town/City: Amman

Category: Field Operations

Job Type: Fixed term, Full-time

Position: Portfolio Manager Syria

PURPOSE OF POSITION

- World Vision is seeking a Portfolio Manager to lead our growing portfolio of projects in Syria. The Portfolio Manager will be managing 1 grant managers and lead on expanding the portfolio. Main focus would be management of OFDA funded FASTER grant. The PM will also manage several additional emergency short-term and small scale long-term projects to support the growth of Operation Department. The PM will supervise project staff and partner agencies to ensure strong grant implementation.
- The Portfolio Manager will provide leadership in project development, planning, implementation and monitoring. The PM will provide staff coaching and day-to-day management to achieve high quality results in line with set project norms relevant to the established goals, objectives and operating policies. They will supervise the financial management of the grant/portfolio in relation to projects' goals and objectives, monthly activity schedule, timing of expenditures, budgets, etc.
- The Portfolio Manager will be the focal point for external representation of World Vision in the relevant sector groups for Syria, sitting on the relevant Working Groups and coordination bodies, as well as liaising with donors and partners as appropriate.
- The Portfolio Manager will work with World Vision's MEAL Department, Procurement

staff and field monitors inside Syria to develop and implement remote monitoring standards, systems and processes to ensure the highest standards of risk management

MAJOR RESPONSIBILITIES

MANAGEMENT

- Provide overall leadership, coaching and supervision of the team assigned under portfolio;
- Assure that portfolio has sectorial alignment where possible;
- Assure that assigned projects are properly planned and implemented to meet agreed upon results, timelines and budgets;
- Assure that assigned projects are adequately resourced and staffed to ensure effective implementation;
- Facilitate reporting on progress of portfolio implementation;
- Analyze effectiveness and efficiency of portfolio implementation and introduce corrective measures where needed.

STAFF / PARTNER MANAGEMENT

- Determine staffing requirements and facilitate hiring and orientation;
- Facilitate staff training and development;
- Set objectives for staff, monitor their performance and provide feedback;

- In collaboration with the Head of Operations and Partnership Manager identify areas for staff/partner development;
- Deliver and/or arrange technical and operational capacity building of staff and partners
- Ensure staff wellbeing;
- Build and maintain strong relationships with partners to facilitate effective partnership on projects under portfolio;
- Work with the Partnership Manager in the Syria Country Office to ensure the agency maintains an understanding of partnership challenges and opportunities across Syria

COORDINATION

- Identify challenges emerging in coordination with other functions (Finance, Procurement, Admin and Security) and partners and introduce corrective measures where appropriate (focus on individual problem solving);
- Coordinate interventions with other agencies, working groups and clusters;
- Engage with regional technical advisers to ensure the program is delivered to a high technical standard;
- Conduct regular meetings with relevant staff WV Syria staff members who fall under portfolio;
- Represent World Vision in external coordination meetings (Clusters, WGs) and play a constructive role contributing to the development of best practice approaches and sharing lessons in the WGs.

COMPLIANCE and RISK MANAGEMENT

- Work with the MEAL Manager/Coordinator to review, design and refine remote monitoring protocols and ensure they are being applied to the project portfolios;
- Review and update risk and contingency plans to account for changes in the operating context;
- Ensure strong systems are in place to detect and deter fraud, waste and diversion and to rapidly report incidents to senior management;
- Ensure that systems are in place for all portfolio projects to ensure end-to-end verification of the delivery of supplies and to monitor partner procurement in coordination with Compliance Coordinator;
- Train and mentor portfolio staff and partner staff on risk management and risk mitigation.

KNOWLEDGE, SKILLS AND ABILITIES

- Minimum of 5 years' operational humanitarian experience with minimum of 3 years in a leadership role in an emergency context;
- Proven experience in remote management;
- Proven experience in training, including development of training materials.
- Masters or Post Graduate University degree in Education, Social Sciences, International Development or other related majors
- Comprehensive knowledge of International Human Rights Law, International

Humanitarian Law, Refugee Law, the relevant positions of the UN, ICRC and major NGOs on protection of civilians in particular of IDPs and refugees, women and children, the codes of conduct, the Humanitarian Charter, The Sphere Project, INEE minimum standards etc.;

- Very strong proven knowledge and Experience of USAID/OFDA, DRA donor requirements
- Strong English communication and reporting skills (oral and written);
- Cultural sensitivity and adaptability;
- Strong communication skills with ability to express ideas and concepts clearly and persuasively with senior members of the humanitarian community as well as with field practitioners;
- Excellent networking skills;
- High degree of negotiation and persuasion skills;
- Ability to work with a reasonably level of comfort in high tension and high security risk situations;
- Ability to maintain performance expectations in diverse cultural contexts, psychologically stressful environs and physical hardships;
- Ability to facilitate the creation of cross-functional project teams and the development of national strategies;
- Understands work from a process point of view and uses measurement and accountability systems effectively;

- Demonstrates openness and transparency;
- Knowledge of Syria specific context and cross-border assistance.