



Programme Manager

Full Time, Syria (Raqqa)

General Objective of the Job

The Programme Manager is responsible for the strategic oversight, management and supervision of all War Child projects across North Syria (Aleppo, Idleb, Raqqa, Deir ez Zor and Hasakeh). The Programme Manager will drive the overall programme management, ensuring the strategic objectives are met, implementation remains on track, and budgets are adhered to as planned. A key function of this role is to guarantee that all project implementation and documentation rigorously meet the compliance requirements of donors, partners, and other key stakeholders. The Programme Manager will also play an active role in programme development, identifying opportunities for growth and innovation. The Programme Manager will oversee a team of Project coordinators (Child Protection, MHPSS and Education), ensuring that appropriate technical trainings are provided and proper measures are implemented to ensure the programme's quality.

Position in the Organisation

- The Programme Manager reports directly to the Area Manager, providing regular, detailed updates on all programmatic aspects.
- The Programme Manager works in close collaboration with the different departments within the North which includes Operations and support, M&E. At the Country level, this role involves strategic collaboration with the Head of Programme Quality and Development (HPQD), the central M&E team, and the grants team to ensure alignment with national strategy and compliance standards.
- The position will line manage Project Coordinators, being responsible for their performance management, mentorship, and professional development.

Main Tasks and Responsibilities

Project Management, Planning, Implementation & Monitoring

- Develop and maintain comprehensive and detailed project implementation plans, that guide all staff and partners involved in a project and ensures timely completion of core activities, making use of the appropriate War Child tools and templates.
- Proactively set up and lead kick-off, progress review and grant closure meetings, ensuring clear communication of objectives, responsibilities, and outcomes to all participants.
- Oversee (partner-led) implementation of War Child projects, ensuring that programmatic objectives are achieved effectively, on time and within budget, while maintaining high quality standards.
- Closely and consistently monitor project progress against indicators and plans, ensuring that challenges are identified early and communicated (both internally and externally) in a timely manner, design and adopt corrective measures as needed.
- Support the Area Manager, the designated budget holder, in all forecasting and budgeting processes. This includes monitoring expenditures, conducting variance analyses, and recommending corrective actions to ensure full adherence to project budgets.
- Ensure timely completion and submission of high-quality donor reports, with support from relevant colleagues, including the Technical Advisors/Coordinators and Grants Coordinator.
- Resolve complex and critical challenges arising from implementation in a volatile context



Integrity, Program Quality & Compliance

- Act in accordance with War Child's core values of Creativity, Inspiration, Impact and Integrity, while ensuring these are integrated into all project activities.
- With guidance and support from relevant Technical Advisors/coordinators, work closely with the thematic project officers to ensure that program quality standards are being met by implementing partners.
- Ensure proper mainstreaming of crosscutting issues (I.e. protection, gender, inclusion of Children with disabilities, environmental issues) across all projects, facilitating partner access to relevant training and development opportunities in these areas.
- Ensure compliance with War Child policies & procedures and applicable donor rules & regulations, and timely report any (potential) compliance breaches with support from the Grants coordinator.
- Oversight of all administrative, financial and budgetary aspects of relevant grant agreements in line with donor rules and regulations.

Liaison & Coordination

- Continuous liaison and coordination with relevant counterparts of implementing partners, ensuring on-going communication on project implementation, operational challenges, contextual developments and other relevant topics.
- Regularly communicate project progress to your team and relevant Country office staff, facilitating the exchange of updates concerning technical aspects, implementation status, challenges faced, and lessons learned during the project's execution.
- Act as the main contact person and oversee donor requests throughout the implementation phase, ensuring timely follow-up on day-to-day inquiries or updates in collaboration with the grants team..
- Represent WCH in relevant working groups and other coordination platforms as agreed with the Area Manager.
- Liaise with professional counterparts of (inter)national authorities and organizations, including UN agencies and other NGOs.

Capacity Building

- Provide capacity building and technical assistance to the implementing partners, and support competency development as needed, including facilitation of linkages to relevant learning opportunities.
- Measure project performance to identify areas for improvement on Programmatic, operational and technical level.
- Coordinates skill building and conferences as necessary.

Management of Staff

- Effectively manages the performance of all direct reports, including constructive and performance management through appraisals, mentoring and feedback.
- Ensures job descriptions are up to date and staff understand their roles, responsibilities and accountabilities.
- Foster a collaborative and cohesive work environment among the staff, promoting a shared sense of purpose and well-being, encouraging teamwork, and identifying opportunities for synergy and mutual support.
- Provide support to direct reports in their pursuit of structured learning and development pathways, enabling them to make valuable contributions to War Child's objectives while enhancing their own professional and personal growth with support from technical advisor.



YOUR PROFILE

Knowledge and Experience

- University degree (Master's desirable) in a relevant field.
- Minimum five years of professional experience in a humanitarian or development context.
- Experience in managing multiple projects focusing on child protection / psychosocial support/education.
- Experience working in and managing programmes across different sub-regions of Syria, demonstrating an understanding of varying contextual dynamics.
- Previous experience dealing with multiple donors such as UNICEF, DFID, European Union and other institutional donors.
- Demonstrated experience of working with partners.
- Demonstrated experience of managing budgets.
- Knowledge and experience with monitoring systems.

Skills and Competencies

- Strong communication skills;
- Fluency in Arabic;
- Strong spoken and written English skills, including demonstrated reporting ability;
- Demonstrated project management skills (including budget monitoring);
- Flexibility including willingness and ability to travel extensively across North Syria (Aleppo, Idleb, Raqqa, Deir ez Zor and Hasakeh);
- Cultural sensitivity;
- Attention to detail with strong follow up;
- Team oriented, with ability to work efficiently independently;
- Proficient in Microsoft Office - word processing, spread sheets, etc.
- Strong analytical and problem-solving skills, with a demonstrated capacity for strategic thinking and making sound, ethical judgments under pressure.

WHAT WE OFFER

- **Location:** The position will be based in Raqqa, Syria, with field visits.
- **Professional Development:** Opportunities for capacity building and growth, both within the role and through War Child's broader network.
- **Meaningful Impact:** The chance to make a tangible difference in the lives of children and families affected by conflict, contributing to long-term, sustainable change.
- **Equal Opportunities:** War Child is an inclusive employer committed to diversity and inclusion, respecting all individuals regardless of age, gender, religion, ethnicity, nationality, or physical ability.
- **Workplace Culture:** War Child is dedicated to fostering a diverse, inclusive, and respectful workplace that prioritizes safety and fairness for all individuals. We strictly prohibit any form of discrimination, harassment, retaliation, or bullying within our organization.



WHY YOU SHOULD APPLY

- **Make a Real Impact:** Your work will directly contribute to providing quality education to children who need it most, creating lasting change in their lives.
- **Career Growth:** Join a dynamic organization that values your professional development and offers opportunities for learning, growth, and innovation.
- **Collaborative and Mission-Driven:** Work alongside passionate colleagues and partners united in a mission to protect children and help them thrive despite adversity.

HOW TO APPLY

Qualified candidates are encouraged to submit their applications by **25 November 2025** on this link: [Programme Manager - Syria \(Raqqah\) | Jobs at War Child Alliance](#)

We are reviewing submissions on a rolling basis, so early applications are strongly recommended.

By submitting your application you certify that all of the statements made in your application are true, complete, and correct and are made in good faith. You understand that falsifying, misrepresenting or intentionally withholding information will be grounds for rejection of your application or withdrawal of any offer of appointment or, if an appointment offer has been accepted, this will be ground for employment sanctions, such as, but not limited to, instant dismissal. In addition, you understand that you need to submit a Criminal Record Certificate and that, if you fail to submit it, no employment relationship can be established.

War Child is an international organisation, and we are committed to be a diverse and inclusive employer, placing human and child rights at the centre of our existence and work. We hire our new colleagues based on their talents, competences and shared values; we do not distinguish them based on their age, gender and gender identity, race, color, ethnicity, religion, culture, sexual orientation, disability etc.

The safety of children and youth is a paramount and essential to War Child's work. War Child has a zero tolerance policy towards any form of abuse. To prevent placing children and youth at any risk this subject is addressed in our recruitment and selection procedures. Moreover, the accepted candidates will be required to state their commitment/ intent to be aware, consider and adhere to the minimum standards applicable in development and humanitarian settings, such as humanitarian values and principles, Sphere Humanitarian Charter, Standards in the Humanitarian Standards Partnership, Core Humanitarian Standard, International Humanitarian Law, Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGOs) in Disaster Relief and IASC Six Core Principles Relating to Sexual Exploitation and Abuse.

Disclaimer

- *Only applications received via our website are processed.*
- *If we appoint a suitable candidate before the given closing date, we reserve the right to remove the vacancy from our website before that date. In such a case, any responses received after that time are not processed.*
- *It could be that during our selection process the closing date for the vacancy is extended. If so, and you have not yet heard from us, your application will remain active.*



ABOUT US

The War Child Alliance is an international non-governmental organization committed to providing psychosocial support, child protection, youth empowerment programming and quality education to the children affected by armed conflict. We implement evidence-based interventions to empower key stakeholders—including governments, educators, caregivers, and communities—to foster children's wellbeing, education, and self-determination. We work with global teams with team members being based in different locations. War Child is currently operates in: Afghanistan, the Central African Republic, Colombia, DR Congo, Germany, Jordan, Lebanon, the occupied Palestinian territory, South Sudan, Sweden, Syria, Uganda, Ukraine (soon to be registered), and Yemen. We also have offices in the Netherlands and the United Kingdom.

Learn more about War Child and our programmes <https://www.warchild.net/>

Safeguarding and Integrity

*Our work with children and at-risk adults to keep them safe is the most important thing we do. We are committed to the safeguarding of children and vulnerable adults in all areas of our work. We have **zero tolerance** for any behaviours and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. All (prospective) employees will be expected to be compliant with and sign up to our Child Safeguarding policy, our Code of Conduct and PSEA: Adults at Risk Policy. You can find the Child Safeguarding and Adults at Risk policy here: [Integrity & Safeguarding - Home](#)*

Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB)

*We value diversity and inclusion and are committed to ensuring that all our people and job applicants are treated fairly, irrespective of where, what or whom they were born, or of other characteristics. We want to offer a safe and inclusive workplace where all our people, especially those who are currently marginalised or underrepresented, can be themselves at work. You can read our **Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB)** policy on our website, and if you have any questions about our commitment to **Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB)** do get in touch: DEIB.team@warchild.net*