

Program Director– Raqqa- Syria

Blumont is a global organization working with communities in transition as they recover from conflict, return from displacement, and move from a reliance on aid to a more resilient future. Our vision is a world where a community's future is not determined by its circumstances, but by the aspirations of its people. Whether delivering lifesaving humanitarian assistance, building the infrastructure that stabilizes communities, or creating economic opportunities for individuals and businesses, Blumont teams are committed to making a positive difference in peoples' lives.

POSITION SUMMARY:

The Program Director (PD) will ensure the high-quality implementation of a program focused on protection, community mobilization, social cohesion, case management, small, medium, and large infrastructure components. The PD will ensure implementation is carried out in adherence with Blumont and donor programmatic, financial, administrative, safeguarding, and security procedures.

The Program Director will collaborate with the Country Director, country team leadership, technical teams, and the Program Quality and Learning (PQL) Team at HQ to oversee project operations, track progress toward deliverables, identify implementation challenges, and recommend adjustments based on changing needs and the local operating context.

This is a locally based position with frequent travel expected to project locations. The PD will maintain strong working relationships with local stakeholders, donor representatives, partners, authorities, and community structures while ensuring timely communication between project teams, country leadership, HQ stakeholders, and administrative/support functions, including finance, procurement, supply chain, logistics, and human resources.

Supervisory level: Country Director

KEY AREAS OF ACCOUNTABILITY

The Program Director is the strategic lead for the project plans, and manages all aspects of implementation to ensure project objectives are accomplished within the prescribed timeframe and funding parameters. This includes monitoring progress toward deliverables, providing reporting and documentation, ensuring quality assurance of activities, managing financial and administrative requirements, and ensuring compliance with Blumont policies, safeguarding standards, donor rules and regulations, and applicable local requirements.

Activity Management:

- Lead development and implementation of project deliverables, including workplans, quarterly and annual reports, M&E plans, learning products, and donor-facing documentation in close coordination with relevant internal teams and PQL/HQ support.
- Develop and strengthen systems that support high-quality programming in compliance with relevant operational, technical, safeguarding, and monitoring standards. This includes working in close collaboration with the MEL staff with a focus on leading strategic learning and assessments throughout the project.

- Provide oversight and support to field teams across all aspects of implementation, including protection programming, community mobilization, social cohesion interventions, infrastructure, case management and referral pathways, infrastructure/engineering activities, and related community-based initiatives.
- Ensure project activities are technically sound, conflict-sensitive, inclusive, and responsive to community needs, including the needs of displaced populations, host communities, returnees, and other affected groups where relevant. Community priorities should be balanced with technical feasibility, sustainability, available resources, budget limitations, and implementation timelines.
- Manage workplans and budgets to ensure capacity-building efforts for staff, partners, community structures, and local stakeholders on protection principles, case management, referral pathways, safeguarding, community engagement, and accountable service delivery are completed and up to date.
- Coordinate closely with engineering, procurement, logistics, and program teams to support timely and compliant delivery of small, medium, and large infrastructure components, including quality assurance, risk management, and field-level troubleshooting.
- Assist with proposal development, project start-up, close-out, and adaptation planning as required.
- Work with field teams to identify and resolve logistical, access, staffing, procurement, and security-related challenges affecting implementation.

Networking, Partnerships, and Community Engagement:

- Represent Blumont and the project in relevant national, sub-national, donor, coordination, and technical forums, ensuring appropriate visibility and coordination without duplication of activities.
- Maintain constructive relationships with local authorities, community leaders, civil society organizations, service providers, and other implementing actors to support a locally led and coordinated response.
- Promote community acceptance, conflict sensitivity, social cohesion, and accountability to affected populations across project activities.
- Liaise with other Blumont sectors/programs to ensure activities and achievements are integrated, complementary, and aligned with country-level priorities.

Project Personnel Management:

- Establish an emotionally and psychologically safe work environment where staff feel confident raising concerns and sharing mistakes to promote learning and accountability.
- Build effective relationships with staff through humility, trust, openness, and clear communication.
- Mentor direct-report staff by communicating expectations, setting performance objectives, providing timely constructive feedback, supporting professional development, and leading documented performance reviews.
- Coordinate with technical, M&E, operations, and support leads to clarify roles and responsibilities, strengthen team cohesion, and ensure effective cross-functional collaboration.

Project Earned-Value Management:

- Develop and manage the project workplan, using it to identify bottlenecks, risks, and issues and to formulate practical solutions with field and HQ teams.
- Work with the HQ Program Manager, and field Operations and Finance teams to ensure effective financial management, monitor monthly burn rates, and prevent over- and under-spending.
- Conduct regular analyses of project spending versus project achievement to ensure the budget remains aligned with project targets and implementation realities.
- Use M&E, protection, case management, community feedback, infrastructure progress, and operational data to inform decision-making and adjust implementation in response to the evolving context.

Administrative Management and Compliance:

- Work with Finance staff to ensure accurate accounting of expenses, close tracking project costs against the budget, management of commitments, and regular tracking of accounts payable and receivable.
- Work with supply chain, procurement, logistics, and engineering teams to ensure procurement, logistics, infrastructure delivery, and asset management are conducted in accordance with donor rules, Blumont procedures, and applicable local standards.
- Coordinate with HR to support effective recruitment, onboarding, staff management, duty of care, and human resource planning for project staff.
- Ensure all staff members, partners, consultants, and relevant vendors engaged in project activities understand and comply with Blumont policies and procedures, including safeguarding, PSEA, anti-harassment, code of business ethics, fraud prevention, and reporting requirements.

Coordination with Stakeholders:

- Serve as a primary project-level interface with donor representatives, in coordination with the Country Director and HQ support teams.
- Coordinate with relevant UN, NGO, working group, cluster/sector, local authority, and community-based structures to support harmonized implementation and referral pathways.
- Actively engage with relevant camp management, local administration, civil society, infrastructure stakeholders, service providers, and authorities to preserve humanitarian standards, promote staff protection, and strengthen community acceptance.
- Ensure effective communication between the project team, Country Director, field-based administrative and finance teams, and HQ-based support teams, including PQL, technical support, M&E, finance, procurement, HR, and logistics.

Travel Requirements:

- Raqqa-based local position with regular travel to project locations expected, subject to operational needs, access, and security conditions.

QUALIFICATIONS and SKILLS:

- Bachelor's degree in a relevant field such as International Development, Humanitarian Action, Public Policy, Sociology, Peace Building/Conflict Resolution, Social Work, Urban



Planning, Engineering, or a related discipline; Master's degree preferred.

- Strong understanding of the local operating context, local institutions, community structures, and protection-related risks required.
- Demonstrated experience coordinating with Syrian local authorities and relevant government entities on project approvals, implementation oversight, and operational coordination.

REQUIRED EXPERIENCE AND SKILLS

- At least 8-10 years of demonstrated management experience, preferably with NGOs/INGOs, including senior-level responsibility for complex humanitarian, stabilization, early recovery, protection, social cohesion, community engagement, infrastructure, or durable solutions programming.
- Demonstrated experience managing multi-sector programs involving protection, case management/referral systems, community mobilization, social cohesion, and infrastructure or engineering components.
- Demonstrated experience managing teams, workplans, budgets, program quality, donor deliverables, risk management, and compliance in fluid and security-sensitive environments.
- Demonstrated budget management experience for sizable humanitarian or development programs; experience managing programs with budgets of more than USD 5 million preferred.
- Knowledge of donor policies and procedures preferred; experience engaging directly with donor agencies strongly preferred.
- Fluency in Arabic and English required, including the ability to communicate effectively in writing and verbally with local stakeholders, field teams, donors, and HQ colleagues.
- Strong skills in coordination, representation, negotiation, staff supervision, adaptive management, data-informed decision-making, and problem solving.

SUCCESS FACTORS:

- Outstanding interpersonal and communication skills.
- Flexibility and ability to work in fluid, ambiguous, and rapidly changing circumstances.
- Ability to work under pressure, independently, and with minimal supervision.
- Ability to recognize problems and bottlenecks and provide innovative, practical solutions.
- Excellent organizational skills and attention to deadlines, compliance, and operational detail.
- Commitment to respectful, locally grounded leadership and accountability to affected populations.

Commitment:

Every Blumont team member is expected to carry out their duties in accordance with Blumont's code of business ethics and conduct, core values, and all relevant policies, including anti-harassment, child protection, and Protection from Sexual Exploitation and Abuse policies.



How to Apply

Interested candidates are requested to fill out and attach the most updated Resume to the link below before **31 July 2026**:

LINK: <https://ee-eu.kobotoolbox.org/single/1Lqwik6u>

Blumont is an equal-opportunity employer. Due to the large volume of applications, we receive, we are unable to respond to all applicants, therefore, only qualified shortlisted candidates will be contacted.

Blumont will review the applications on rolling basis and may close the advertisement before the deadline if the ideal candidate was found. One or more similar/different positions maybe filled in this recruitment activity depending on the applicants' qualifications.

Blumont's selection process will include rigorous background checks and all team members will be expected to carry out their duties in accordance with our core values, anti-harassment policy and PSEA policies