

Position Title: Program Manager

Organization: Charity Fund “Voice of Generations”

Location: Based in Odesa, with regular travel to Kherson, Mykolaiv, and Kyiv

Duration: Full project duration (initially 6 months, with possibility of extension)

Position Overview:

The Program Manager is the authority in the day-to-day implementation of the GIZ-funded project. As a core member of the Senior Management Team, the Program Manager provides strategic leadership, coordination, and technical oversight of the program and directly supervises all programmatic staff across project locations.

The role demands strong project management, donor communication, reporting, and staff supervision skills, with a focus on maintaining compliance with donor rules and national standards. The Program Manager ensures quality delivery of all outputs, proper monitoring, and strong cross-team collaboration.

Key Responsibilities:

1. Program Leadership and Implementation

- Lead, coordinate, and supervise all project activities across Odesa, Kherson, and Mykolaiv oblasts.
- Translate strategic objectives into practical implementation plans.
- Lead the execution of the project’s work plan, ensuring timelines, deliverables, and outputs are met.

2. Team Management and Coordination

- Supervise all programmatic staff including protection officers, psychologists, legal advisors, and field teams.
- Work closely with support departments (finance, HR, logistics, procurement, legal, admin) to ensure smooth program delivery.
- Provide regular coaching, performance feedback, and professional development support for staff.

3. Donor Reporting and External Communication

- Serve as the main focal point with GIZ, responsible for maintaining open and professional communication.

- Prepare professional, high-quality reports (narrative, visual, data-driven), including graphs, infographics, photographs, charts, and beneficiary stories.
- Ensure all communication, documentation, and reporting meet GIZ standards.

4. Monitoring, Evaluation, and Accountability

- Work closely with the Monitoring and Evaluation Manager and M&E Officer in Kherson to ensure robust monitoring systems are in place.
- Ensure the establishment and functioning of a Complaints and Feedback Mechanism (CFM) system that is accessible and responsive.
- Regularly review monitoring data and adjust programming based on evidence and beneficiary feedback.

5. Program Design and Proposal Development

- Support the organization's program development strategy by identifying new opportunities, conducting needs assessments, and contributing to proposal writing.
- Develop log-frames, budgets, and technical sections of proposals in collaboration with the NGO Director and senior staff.

6. Coordination and Representation

- Represent Voice of Generations in external coordination meetings with local authorities (oblast administrations, municipalities, Hromadas), UN clusters, Coordination mechanism and other NGOs.
- Build strong working relationships with stakeholders and ensure program alignment with local needs.

Reporting Line:

- Reports directly to the NGO Director
- Supervises: All program staff and field teams

Key Qualifications:

- Minimum 2 years' experience in managing humanitarian/development projects.
- Proven experience in professional donor reporting, especially visual and data-rich reports (graphs, charts, photos, infographics).
- Familiarity with GIZ or other donor regulations.
- Strong skills in program design, proposal development, and strategic planning.
- Excellent coordination, team leadership, and communication abilities.
- Proven understanding of M&E systems, accountability mechanisms, and beneficiary-centered programming.

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- Fluency in English and Ukrainian.