

Programme Manager – Emergency Response Team

(m/f/d)

Full-time (37 hours per week) - limited to 1 year with possibility of extension

Ihr Aufgabenbereich:

What you will do:

- Actively support the Head of Emergency Response in the development, implementation and monitoring of emergency responses
- Provide technical support in emergency project design, planning and implementation
- Ensure compliance with best practices in the international humanitarian field (particular programmatic areas include Cash, Food Security, WASH and Protection)
- Ensure a multisectoral approach underpinned by the mainstreaming of key concepts such as protection, gender and accountability
- Provide technical and strategic support to the regional teams and dioceses in emergency response project applications to various donors
- Actively participate and provide strategic support in crisis response settings (Krisenstab)
- Provide support in internal and external media- and communication-related issues
- Provide context and project updates to fundraising
- Ensure continuous monitoring of global crisis and humanitarian developments
- Provide coaching/training for the rapid response teams (CART)
- Provide logistical support for the rapid response teams (CART)
- Liaise with internal and external stakeholders
- Maintain a strong network
- Deployment during disasters
- Compliance with safety and security guidelines
- Providing support to the Head of Emergency Response in security risk management
- Deputise for Head of Emergency Response
- Participation in meetings/working groups
- Administrative tasks related to project cycle management

Sie bringen mit:

What you will bring:

- University degree in international development, political science or similar, preferably at master's degree level
- Experience in the international humanitarian sector (in-country experience in conflict areas a must)
- Excellent knowledge of project cycle management and key programmatic areas in the humanitarian sector (Cash, Food Security and Protection experience strongly preferred)
- Fluency in English. French or other language skills a plus.
- Ability to work under stress
- Ability to work independently and result-oriented
- Ability to be agile and to adapt
- Capacity building skills
- Positive communication and networking skills
- EU citizen or working permit for Austria a must
- Proof of Covid-19 vaccination is mandatory

Die Caritas bietet:

What Caritas offers:

- You have the possibility to choose between 37 and 38 hours per week as a full-time position.
- Gross monthly salary for 37 hours per week (full-time) between € 2.637,80 and 3.031,40 gross with the possibility of overpayment and depending on professional experience and qualifications; if you receive family allowance: child allowance of € 61.85 gross per child.
- At 38 hours per week, the gross monthly salary is 2.7 % higher than at 37 hours per week
- 1-year contract with possibility of extension
- Pleasant and motivating working atmosphere
- A dynamic and inspiring atmosphere of a globally active NGO
- A high degree of personal responsibility
- Individual training, further education and training courses
- Flexible working hours
- Three additional days off
- Two additional days off from the second year of leave (based on a 5-day week)

Werden Sie Teil der Caritas und ihrer Vielfalt. Bewerbungen von Menschen mit Behinderung sind ausdrücklich erwünscht! Bitte klicken Sie auf „Jetzt bewerben!“ und übermitteln Sie uns Ihre Bewerbungsunterlagen.

Wir freuen uns auf Ihre Bewerbung!

[Jetzt bewerben!](#)

Caritas der Erzdiözese Wien
Human Resources
Albrechtskreithgasse 19-21,
1160 Wien

jobs.caritas-wien.at oder www.caritas-jobs.at



Caritas Erzdiözese Wien
www.caritas-wien.at