

Terms of Reference

Program Manager Iraq

The Program Manager coordinates and monitors the activities of FES Amman in Iraq. In this, he/she works under the supervision of and in close coordination with the FES Iraq Director. The Program Manager works in a mini team with a Program Administrator and ensures that everything is done in a sense of teamwork and with a transparent communication and planning. The Program Manager serves as a resource person for FES' partners in Iraq and works closely with them. The Program Manager surveys media coverage of current events in Iraq and supports the development of FES' network. He/she is expected to travel to Iraq on a regular basis.

The specific tasks include but are not limited to:

Office work:

- respond to requests by phone and email
- monitor FES Amman's Facebook page daily for comments or inquiries
- keep all emails and documents sorted in the respective files (all digital documents must be saved in the adequate folders under Sharepoint)
- update the Iraq contact list under the Sharepoint with new contacts and their information and keep it updated
- prepare FES trips to Iraq (visa, logistics, security, program)

Partner activities:

- serve as a resource person and point of contact to partners
- receiving and reviewing proposals
- evaluating the proposals regarding their context, feasibility and budget
- discuss the proposals with partners
- brief FES Iraq Director on proposals
- sit with partner and Finance Manager to discuss the budget
- draft the Memorandum of Understanding/Cooperation
- follow up closely with implementation of activities and administrative aspects
- ensure that all necessary documents are being received on time (programs, participant lists etc.)
- coordinate all logistical questions with the partner (where applicable)
- attend activities (where applicable)
- moderate discussions (where possible)
- screen financial documents (lists, contracts, bills etc.) and discuss possible problems with partners and Finance Manager

- follow up with the partner with regard to administrative and financial issues in coordination with the Program Administrator and Finance Manager
- do follow up with the media
- write the activity report and assemble the documents for the finance report

FES' own activities:

- identify interesting, relevant and timely topics, on which FES should work
- suggest approach and format
- do background research on the specific topic
- draw up the budget and monitor it
- write TORs for external staff
- set up contracts for speakers, trainers and other external staff
- ensure that there are three offers for the services in question and, where necessary, that the required documents for the procurement committee in Berlin are prepared (with the Program Administrator and Finance Manager)
- identify potential speakers, moderators and participants
- draft the program
- follow up with speakers and participants
- coordinate the logistics of the activity (hotel, catering, translators etc.)
- moderate discussions (where possible)
- prepare all financial documents for Finance Manager
- do follow up with the media
- write the activity report and assemble the documents for the finance report

Publications:

- identify interesting topics and authors
- review and comment proposals
- set up the contract and TORs for the author (and possibly editor)
- follow up with the author
- review and edit the draft until FES has a satisfactory final copy
- coordinate the design, translation and printing
- organize a launching event
- coordinate the distribution and PR of the publication

Networking and PR:

- maintain ties with FES' partners as well as with political figures, journalists, activists
- identify potential partners and experts
- screen the activities of other organizations in Iraq, which work in similar fields
- attend related events (where possible)
- brief delegations about FES' work in Iraq

Media screening:

- screen media (print, online, TV, radio) on political developments in Iraq
- monitor the development of trade unions and their activities in Iraq
- monitor reporting on FES' activities in Jordan and Iraq in the media and file any news item where FES is mentioned
- brief FES Iraq Director on political developments in Iraq

Specialized tasks and partners:

- *Young Leaders Program:*
 - manage the new cycles, the Alumni network and related events
 - manage the selection of new Young Leaders together with the partner
 - develop the training program for the Young Leaders together with the partner
 - develop workshop programs and materials with the trainers together with the partner
 - serve as point of contact for the current and former Young Leaders
 - monitor the Young Leaders Facebook groups
 - maintain a strong Alumni Network, manage Alumni activities and supervise Young Leaders initiatives
- *Trade Unions:*
 - manage national activities in this field
 - monitor the development of trade unions in Iraq
 - maintain a contact network with unionists and activists

All other topics, partners and activities will be attributed to each mini team on an adhoc basis. The distribution of tasks can also be altered in order to balance the workload between the mini teams and individual team members.

The Program Manager Iraq is directly responsible to the FES Iraq Director.