



**Opening Date:** May 30, 2016  
**Closing Date:** June 12, 2016

## **POSITION DESCRIPTION**

**Position Title:** Child & Family Support Program Manager, Children of Armenia Fund (COAF)  
**Location:** Yerevan, Armenia  
**Supervisor:** Programs' Manager

**POSITION DESCRIPTION & GENERAL RESPONSIBILITIES:** COAF seeks an experienced and enthusiastic leader who will ensure that **Child & Family Support Program (CFSP)** intentions are developed and implemented with high quality, effectiveness and efficiency. **The Child & Family Support Program Manager** will be the focal person to represent COAF in respective program operations and networks, will supervise the program staff and service contractors.

**SPECIFIC TASKS & RESPONSIBILITIES include but are not limited to:**

- Provide guidance and define CFSP goals and priorities in line with COAF strategy, while ensuring respective technical contribution in developing the latter, particularly addressing community social work, psychological counselling, and supporting children with speech and learning difficulties.
- Lead the design, planning, implementation, supervision and monitoring of all CFSP interventions.
- Lead, manage and develop the program team and service contractors, and evaluate their performance.
- Regularly visit beneficiary communities and institutions to ensure effective implementation of the projects.
- Develop annual program projections, budget estimates, and ensure proper program communication and reporting, ensure due submission of financial requests, acts of acceptances, and other relevant documentation.
- Liaise with relevant child protection actors and lead players at all levels to ensure COAF representation and effective engagement in respective networks.
- Provide technical expertise in various stakeholder meetings, as well as conduct seminars and discussions on related issues, as needed.

**REQUIRED SKILLS AND QUALIFICATIONS:**

- A strong leader with project management, decision-making, analytical and negotiation skills.
- Master's Degree or equivalent in Social Work, Psychology or other relevant field.
- At least 3 years of work experience with similar job related functions, of which 1 year in a managerial position, preferably in international organizations or projects.
- Good understanding of the child protection system, challenges and reforms in Armenia.
- Experience in community development, resource mobilization and participatory approach is an asset.

- Demonstrated partnership and networking abilities to effectively engage with various stakeholders.
- Inspiring communicator, fluent in both verbal and written Armenian and English (Russian will be an asset), with excellent presentation and report writing skills.
- ICT literacy and proficiency in MS Word, Excel, PPT.
- Excellent team player, able to work under pressure, travel domestically with overnight stays, as needed.

**APPLICATION PROCEDURES:** Interested candidates are requested to send a Curriculum Vitae (CV) and a Cover Letter to: [coaf@coafkids.org](mailto:coaf@coafkids.org). The name of the position should be indicated in the subject line of the e-mail. Incomplete applications or those received after the deadline (June 12, 2016) will not be considered. Only shortlisted candidates will be contacted. For more information on COAF, please visit [www.coafkids.org](http://www.coafkids.org) and [am.coafkids.org](http://am.coafkids.org).

**ABOUT COAF:**

The Children of Armenia Fund (COAF) is a non-profit, non-governmental organization that employs community-led approaches aimed at improving the quality of life in rural Armenia, with a particular focus on children and youth. COAF's target development areas are education, healthcare, social and economic development. COAF launched its programs in 2004, starting in one village and expanding to over forty-five villages in Armavir, Aragatsotn, Lori, Gegharkunik, Shirak and Tavush regions, impacting the total population of 48,000 people.

Since 2015 COAF has developed and started implementing a new vision – SMART Initiative. SMART is designed to advance a generation across the rural world through education that will benefit individuals, societies and the environment. SMART will become an exemplary model of development and will be replicated in other regions and communities throughout Armenia.