

Area Manager North Kivu, in Democratic Republic of Congo (DRC)

Are you looking for an opportunity to become part of a professional team of humanitarian and mine action experts in one of the world's most challenging context?

DCA DR Congo Country Programme

DCA aims to protect vulnerable communities in DR Congo and contribute to efforts to improve stability, by addressing and mitigating the consequences of conflict and displacement.

In North Kivu, we assist communities affected by conflict and displacement by ensuring access to improved educational opportunities, and we address the protection – GBV, Shelter NFI, WASH and Foods security needs of vulnerable people. In addition, DCA clear explosive remnants of conflict and landmines and educate people on the dangers they represent in other areas of the country.

Job Overview

As DanChurchAid's (DCA) new Area Manager, you will manage sub offices in the ground in ensuring the successful implementation of the programme, overseeing administrative, finance, and HR processes, supporting logistics, and managing security access.

This role is a 6 month contract, with the possibility to extend if funding follows.

The Area Manager reports to the Head of Programme.

Key responsibilities include:

- **Programme Oversight and Development:** Coordinate implementation of all DCA programmes in your area of operation. Monitor the humanitarian context continuously and provide analysis to inform proposal development and safety assessments in coordination with the Head of Programme.
- **Compliance and Reporting:** Ensure adherence to DCA systems for programme administration, logistics, and financial management, including responsibility for specific project budgets. Fulfil internal reporting obligations and ensure the quality and timeliness of external reports.
- **Representation and Stakeholder Engagement:** Represent DCA at relevant coordination forums (e.g., COHP, Access Forum) and maintain strong relationships with NGOs, local authorities, and other key stakeholders. Organise and lead donor field visits as needed.
- **Security Management and Access:** In collaboration with the Security Advisor, maintain and regularly update the area-specific Security Plan. Monitor the security context, ensure staff compliance with safety protocols, and support access negotiations with the Congolese army, non-state armed groups, and other actors.
- **Staff Management and HR:** Line manage project managers, finance/admin assistants, logistics assistants, and security staff. Lead recruitment efforts and ensure the presence of a qualified and capable team in the area office.
- **Field-Level Coordination:** Provide hands-on leadership in the daily operations of the area office, ensuring alignment across programme, finance, logistics, HR, and security functions.

Your Profile

- Relevant University Degree, Masters or post-graduate in international relations, Humanitarian Programs Management, political science, international development and/or similar field
- Minimum 4 years' experience from working as Area Manager or Senior Project Manager in a humanitarian context
- Experience in managing security and linking with non state armed group
- Experience from working in complex and volatile contexts
- Proven capacity in program management, finance, logistics, human resources, and security management
- Experience of managing USAID, EU and UN fundings is a plus
- Experience on DR Congo humanitarian context is an asset
- Documented results related to the position's responsibilities

- Knowledge about own leadership skills/profile
- Fluency in French and English preferred, both written and verbal
- Understanding of Kiswahili is a plus

Even if you don't match all the above-mentioned skills, we welcome your application if you think you have transferrable skills.

What we offer

- At DCA, we are committed to providing a supportive and rewarding work environment that enables you to thrive while making a meaningful difference.
- A 6-month contract starting as soon as possible.
- Non-family posting based in Mweso
- A competitive salary package
- R&R every 10 weeks with contribution to flight ticket
- Insurance as per industry standards
- An opportunity to make a difference addressing humanitarian needs in a challenging environment

How to apply

Submit your CV and cover letter no later than **7th July 2025** via our website.

Only applications in English and consisting as a minimum of a CV no longer than 4 pages and a cover letter will be considered, and only short-listed candidates will be contacted. Interviews will be held on a rolling basis and DCA reserves the right to select a candidate prior to the deadline.

For more information, contact:

Hiring Manager, Shlomo Peretz, head of Programme DRC at shper@dca.dk

We encourage you to apply

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.