



Program Manager Job Description

Working with Engineers Without Borders (EWB) is a chance to join a global movement of people passionate about humanitarian science and engineering. EWB Ireland is a young dynamic organization which seeks to bridge the gap between academia, industry, non-governmental organisations (NGO's) and communities to give Irish engineers and scientists opportunities to learn about, and contribute to, sustainable development globally.

Job Title	Program Manager
Organisation	Engineers Without Borders Ireland
Location	Dublin, Ireland
Salary & Contract Duration	€35,000, Fixed Term Contract 12 months

Role Description

Engineers Without Borders Ireland (EWB) is seeking a Program Manager to oversee the implementation of the final year of “Build Solid Ground” a three-year Development Education and Awareness Raising (DEAR) initiative funded by the European Union (EU).

EWB Ireland are participating in the project together with 12 European partners. The program coordinators are Habitat for Humanity EMEA. The particular focus of the project is to inform and actively engage citizens and professionals in actions towards achieving Sustainable Development Goal (SDG) 11.

The EWB Ireland Program Manager will be responsible for the overall implementation, administration, management, reporting and general strategic direction of EWB Ireland's activities within the project. The successful candidate will be based in Dublin but with frequent travel both nationally and within Europe. The candidate will report directly to the EWB board of Director's and will provide regular updates on the deliverables and project status as well as providing finance, budget oversight, and resource management.

The candidate will also work closely with the Technological University Dublin (TU Dublin) technical partners to design and manage applied research programs in Nature Based Solutions for infrastructure provision.

Key Responsibilities:

Project Management

- Manage the implementation of the overall project by designing, planning, monitoring, evaluating and reporting project activities.



- Oversee the support services such as finance, administration, logistics to ensure the proper financial management systems, procedures, compliance and local HR policies are in place.
- As required, represent the project and the organization publicly, at both the national and local level as well as EU/ International level.

Development Education

- Build awareness and engage schools, third-level institutions, societies, associations, etc. regularly around SDG 11 and global housing and development issues and Engineers Without Borders's global work.
- Host interactive exhibitor stands at school, third-level, and corporate events, informing public about issues and encouraging them to think critically and take action.
- Manage the Where There is No Engineer (WTINE) Development Education Design Initiative in Ireland and within selected EU partners. This will involve delivering creative Development Education workshops in a range of Universities and Institutes of Technologies and managing the national finals of the WTINE competition.
- Work with the WTINE innovation winners and corporate sponsors to develop applied research projects in selected program countries.

Applied Research

- Work closely with the TU Dublin technical team to develop and test a range of technical and non-technical resources for nature based solutions.
- Organise and participate in a series of workshops to promote adoption of SDG 11 and build capacity to address climate resilience within housing and infrastructure programs.

EWB Branches Global Volunteering Programs

- Work with Engineers Without Borders Ireland and Habitat for Humanity Volunteering Programs to manage and train team leaders and volunteers.



Desirable Experience and Personal Attributes:

- Third level qualification (level 8 or above) in education, science or engineering discipline, ideally with work experience supporting or coordinating international projects.
- Excellent and proven organisational skill and high attention to detail in managing a diverse and demanding workload.
- Proven ability to schedule and prioritise diverse tasks and meet strict deadlines in an efficient manner.
- Experience in engaging audiences, in a creative and informative way.
- Excellent verbal and written communication skills in English and experience writing professional reports or proposals and communicating appropriately and professionally with a range of clients, partners & stakeholders.
- Proficient computer skills particularly in Microsoft office or equivalent.
- High level of initiative and self-motivation, ability to work under minimal supervision. While an office space is provided the successful candidate will work alone the majority of the time and their contact with the board re decision making will be via email, phone and weekly meetings.

The duties and responsibilities outlined in the job description are not meant to be definitive or restrictive and may be modified to meet the changing needs of the organisation.

How to apply:

Application is by CV and cover letter to Liam McCarton at liam.mccarton@ewb-ireland.org

For more information on Engineers Without Borders see www.ewb-ireland.org

Applicants must have a valid work permit at the time of applying to enable them to work in Ireland.

Closing date for applications: 29th November 2019

EWB Ireland is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, colour, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic