



Madaniya Head of programs

Employer: [Madaniya](#)
Job title: Head of programs
Reporting: CEO
Oversee: Program Officers, Consultants, and other project-based staff.
Contract: 12 months with 3 months' probation
Location: Damascus, Syria, with occasional travel across Syria and internationally as needed.
Deadline: 18 July 2026

Background

Madaniya is an umbrella platform bringing together over 250 Syrian civil society organisations committed to reclaiming political agency within the Syrian civic space. Legally, Madaniya is registered as a charitable organisation in the United Kingdom (UK), France, and Syria. Each legal entity is governed by a dedicated Board of Trustees and operates in compliance with national regulations while remaining strategically guided by a unified Board of Directors that sets the strategic direction, ensures alignment across entities, and upholds Madaniya's shared vision, mission, and values.

Following the fall of the Assad regime, Madaniya aims to shift its centre of gravity to Syria. With its official registration in the country now finalised, this transition requires careful planning to gradually relocate all programmes and operations inside Syria, while closely monitoring developments and adjusting to potential uncertainties. Throughout this process, Madaniya will continue to operate strategically across all its current locations until the move is fully completed.

This shift is central to Madaniya's mission of reclaiming civic and political agency from within Syria, ensuring that local leadership drives the organisation's agenda during the transitional phase.

Purpose of the Role

The Head of Programs holds overall responsibility for the design, execution, and strategic development of all of Madaniya's programs and projects. The Head of Programs plays a critical leadership role in shaping inclusive civic spaces, advancing the organisation's democratic values, and representing Madaniya with stakeholders, while also ensuring strategic planning, programmatic coherence, and operational excellence across advocacy, civic engagement and other programmatic efforts.

Key Responsibilities

1. Strategic Leadership & Program Development:
 - Lead the strategic planning and overall vision of Madaniya Programs and Projects.
 - Develop and monitor programmatic goals and frameworks aligned with Madaniya's mission and strategic priorities.



- Design and manage innovative and inclusive mobilisation strategies that engage civic actors across varied political and geographic contexts.
 - Lead the development and periodic review of Madaniya's programme strategy, annual operational plans, and programme priorities.
 - Ensure programme design integrates conflict sensitivity, inclusion, gender equality, safeguarding, and accountability principles where applicable.
2. Mapping & Analysis:
- Conduct ongoing mapping and analysis of Syrian civic actors, their networks, mandates, and operational contexts.
 - Identify gaps, opportunities, and emerging needs within civic ecosystems to inform program design.
 - Produce regular strategic briefs and reports for internal and external stakeholders.
3. Program Implementation & Oversight:
- Oversee the full programmatic cycle, including planning, implementation, and monitoring of all civic engagement activities.
 - Develop and implement robust MEL (Monitoring, Evaluation, and Learning) tools to track progress and assess impact.
 - Supervise program staff and consultants involved in mobilisation and civic engagement initiatives.
4. Membership Engagement & Development:
- Design onboarding pathways and inclusive engagement plans for new civic organisation members.
 - Facilitate participatory processes that strengthen ownership and collaborative programming among members.
 - Build and maintain strong, trust-based relationships with member organisations and civic leaders.
 - Support the implementation and continuous improvement of Madaniya's Membership Strategy.
5. Representation & Policy Engagement:
- Represent Madaniya when needed at high-level policy meetings, international forums, and public events, in coordination with and subject to approval by the CEO.
 - Coordinate the participation of civic members in regional and international policy dialogues.
 - Draft policy briefings, speaking points, and representational materials as needed.
 - Build and maintain strategic relationships with diplomatic missions, government counterparts (where appropriate), civil society networks, and international partners.



6. Coordination & Partnership Building:

- Maintain effective coordination mechanisms between Madaniya and its civic members.
- Foster inter-member collaboration and facilitate knowledge-sharing and joint initiatives.
- Liaise with donors, INGOs, UN agencies, and academic partners to align shared goals.

7. Internal Collaboration & Organisational Support:

- Work closely with other departments, including Operations, Finance, and Communications, to ensure program synergy and operational effectiveness.
- Provide strategic and technical guidance to other team members and contribute to the internal learning agenda.
- Support in resource mobilisation efforts, including input on proposals and donor reporting.

8. Risk Management & Compliance:

- Proactively identify and mitigate programmatic and operational risks.
- Ensure compliance with donor regulations and internal policies.
- Promote a culture of ethical practice, accountability, and inclusivity.
- Ensure safeguarding standards are integrated into programme implementation.
- Promote accountability to members, partners, communities, and donors.
- Ensure programme documentation is audit-ready.

Required Qualifications and Competencies

- Master's degree in Political Science, International Development, Public Administration, International Relations, Social Sciences, Peace and Conflict Studies, Law, or another relevant discipline is preferred. A Bachelor's degree with substantial relevant experience will also be considered.
- Minimum **7 years** of progressively responsible professional experience in programme management, governance, civil society strengthening, democratic participation, peacebuilding, political transition, institutional development, or a related field within NGOs, INGOs, UN agencies, or similar organisations.
- Demonstrated experience leading complex, multi-donor programmes and managing the full programme cycle, including strategic planning, design, implementation, monitoring, evaluation, reporting, and adaptive management.
- Proven experience supervising multidisciplinary teams, consultants, and project-based staff, with the ability to provide strategic leadership, mentoring, and performance management.
- Strong understanding of Syria's civil society landscape, the political transition context, and locally led development approaches.
- Demonstrated experience building and maintaining strategic partnerships with civil society organisations, donors, UN agencies, INGOs, government counterparts, diplomatic missions, and other relevant stakeholders.



- Experience contributing to proposal development, resource mobilisation, donor reporting, and ensuring compliance with donor regulations and organisational policies.
- Sound knowledge of Programme Cycle Management (PCM), Results-Based Management (RBM), and Monitoring, Evaluation, Accountability and Learning (MEAL) frameworks.
- Strong understanding of conflict sensitivity, safeguarding, gender equality, inclusion, accountability, and Do No Harm principles, with the ability to integrate them into programme design and implementation.
- Excellent strategic thinking, analytical, leadership, negotiation, representation, facilitation, communication, and stakeholder management skills.
- Excellent report writing, policy analysis, presentation, and organisational skills, with the ability to manage multiple priorities in a dynamic environment.
- High level of integrity, professionalism, sound judgement, and commitment to Madaniya's vision, mission, and values.
- Proficiency in Microsoft 365 and Google Workspace. Experience with project management and collaboration tools is an advantage.
- Excellent written and spoken Arabic, with professional working proficiency in English.

Application Instructions

To apply for the role, please send a cover letter along with your CV, stating your relevant experiences and skills to m.jobs@madaniya-csn.org.

Please ensure your CV and cover letter are sent as PDF documents with the titles "Name – Cover Letter" and "Name - CV" and indicate "Madaniya – Head of Programs" in the email subject line.

The deadline for applications is 18 July 2026.