bioforce

AVAILABLE
IN FRENCH
COORDINATEUR
DE PROGRAMME
HUMANITAIRE

Humanitarian Programme Manager

TRAINING + PRACTICE PERIOD IN THE FIELD
diploma courses

Experienced candidates
3-month diploma course in Europe

bioforce.org

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Each year, more than 2000 people are trained and/or awarded certification by Bioforce in humanitarian professions and skills, or given support to make their commitment to solidarity.

Our diploma courses train participants for many humanitarian professions, from 3 months for experienced professionals or experts, to 3 years for younger participants. Places are awarded by application or Accreditation of Prior Learning (APL).

These training courses equip participants with the professional and inter-personal skills required to be fully operational and effective in your commitment to serve the needs of others.

Your commitment is enhanced by the Bioforce experience: action-based teaching methods, carried out by humanitarians, and training sessions that are both revitalising and reassuring.

GRENOBLE ECOLE DE MANAGEMENT
TECHNOLOGY & INNOVATION

CCI GRENOBLE

LES PARTENAIRES DE NOS FORMATIONS

La Région Auvergne-Rhône-Alpes

GRANDLYON la métropole

Trainings for aid workers by aid workers

"Our training courses in programme management have been designed for those who want to join the aid sector or move on to higher positions within the sector. Are you currently working in the private sector and wish to adapt your existing managerial skills to the humanitarian world? Or do you have experience in the aid sector and seek official recognition of your skills along with up-to-date technical knowledge? Bioforce has been working closely with major international NGOs for over 30 years: NGOs are involved in creating and appraising our numerous training programmes, keeping them both cutting-edge and relevant to the job market. With trainers who are all professional aid workers, bringing a wealth of experience from across the globe, we know what we are training about! Moreover, networking and working as a group are key in our training courses: the multicultural diversity of your peers will ensure a unique learning experience..."

Diane Cadiergue, Training Coordinator

Diane joined Bioforce in 2017 as Coordinator of the training courses in project management. Previously, she spent five years as senior chief editor at the World Innovation Summit for Education, working closely with education experts and innovators from around the world. Diane has been active for twenty years in the field of international development, education and human rights. Working for NGOs across Central America, South Asia and Morocco, she has overseen educational, social and relief programmes for, and with, migrants, refugees, children, and teachers. She has collaborated with grass root organisations as well as international partners. Diane is also involved in advocacy campaigns for asylum seekers and migrants at national and European level.

"The skills and knowledge I gained are still relevant to my work in the sector today"

If you are looking to start a career in the humanitarian sector - directly from university/college or transferring from another sector, the HPM course is a good way to accelerate your learning and provide you a practical introduction to all the concepts you need. You'll learn how to apply the skills through the direction of experienced humanitarians and learn from discussion with other students, many of whom have a lot of experience. The skills and knowledge I gained are still relevant to my work in the sector today, 5 years after I completed the course.

Lucy, HPM certificate, 2013

Managing humanitarian and development programmes

It is currently difficult for many humanitarian and development organisations to recruit and retain skilled programme managers. These difficulties directly impact the efficiency of their programmes. Over recent years there has been increased attention given by humanitarian and development agencies to the quality of humanitarian and development practice and raised awareness of the importance of ensuring programme quality in the sector.

Bioforce has been actively involved in these developments through extensive consultations on the challenges faced by NGOs. Developing their ability to hire, develop and retain competent managers has been recognised as a top priority.

Both humanitarian and development organisations as well as individuals expressed the need for training programmes that enable potential and current managers to develop their technical, analytical and personal skills.

The following training programmes aim at training NGO's managers within the humanitarian and development sector (NGO, associations, foundations, etc.), focusing on the 4 programme manager's core competencies:

Managing programmes and projects
Managing safety, security and logistics
Managing people and organisations
Managing finance and funding

Programme Managers' Profile These field practitioners all have strong analytical skills and decision-making abilities. They are dynamic and strong team players, a true unifying force for their teams. They demonstrate analytical ability, are pragmatic, diplomatic and adaptable. They also must have excellent communication skills and be able to delegate effectively.

Jobs and career prospects Levels of responsibility vary considerably and depend on your prior experience and skills, as well as the humanitarian context and the employing organisation. Bear in mind that you usually take on more responsibilities over time.

Some examples of positions Bioforce graduates now hold in the aid sector, showing various levels of responsibility and leadership:

- First level: proposal writer/specialist, reporting officer, monitoring officer, project officer, programme officer
- Intermediate level: head of project, budget, planning and reporting manager, monitoring and evaluation manager
- High level: project coordinator, programme coordinator, field coordinator, head of office, regional coordinator, head of mission, country director, desk, technical coordinator.

with Bioforce, become a humanitarian programme manager

At our regional training center for Europe, Bioforce offers an 440-hour course to become a programme manager in the field of relief work. With this course, which you can follow continuously or at your own pace, you will discover your future professional environment and, competency-based module after competency-based module, practical exercise after practical exercise, you will master each skill of the profession.

Choose the pace that suits you best

You have minimum a 2-year higher education diploma and at least 3 years of full-time work experience in team management, project management, budget management? Or in an area where you have demonstrated skills that are transferrable to the aid sector: health, media, social or education, civil engineering, renovation, international relations and politics, cooperation and development, agriculture, logistics...? Good news, you meet the criteria to join the course!

Now you have to choose the pace that suits you best. Here are some explanations:

continuously

A 3-month training course to attend and successfully complete the modules

From late September to December (440 hrs), at the Bioforce regional training centre for Europe.

at your own pace

Several years to attend the 5 competency-based modules

Can't make it several months?
Take the 5 competency-based modules in accordance with the amount of time available in your schedule, in a maximum of 3 years.

+ 6-month field assignment (practice period)

Obtain a professional certification “Coordinateur de programme humanitaire” from Bioforce, a level 7 qualification (equivalent to a five-year higher education diploma) registered by the French National Record of Professional Qualifications. In addition, you will be granted a Bioforce/Grenoble Ecole de Management “Humanitarian Programme Manager” certificate at the end of your training period.

*When reviewing your application, our teaching team will carefully study your background (level and field of training, nature, duration and level of responsibility of your professional experience, etc.), and may suggest that you reorient your application a reorientation towards another diploma course, more suited to your profile.

Our partner

GRENOBLE ECOLE DE MANAGEMENT
BUSINESS LAB FOR SOCIETY

Grenoble Ecole de Management is recognised in France and abroad as a leader among French business schools.

YOU MAY ALSO FIND INTERESTING

Are you familiar with our open training courses in project management, HR and management, or finance? Short courses, from 3 days to 3 weeks, in Europe, Africa and online, to become more efficient in a specific skill. Visit **bioforce.org** to get a glimpse on the full range of training sessions offered this year!

bioforce.org

Humanitarian Programme Manager
Experienced profile, 3 months
in Europe

Dates and locations

Europe: from September 11 to December 19, 2023

Training course programme[1]

TRAINING PERIOD AT THE BIOFORCE REGIONAL TRAINING CENTRE FOR EUROPE.
September to December 2023.

Opening sessions	14 hrs	September
Induction	18 hrs	September
The fundamentals of humanitarian action To provide participants with thorough knowledge of the humanitarian sector and issues at stake: stakeholders, systems, coordination mechanisms, legal and ethical framework, Q&A initiatives and applications relating to programme management.	36 hrs	September
Managing Programmes and Projects To enable participants to choose and apply appropriate tools to manage all stages of the project cycle in humanitarian contexts.	99 hrs	Sept-October
Managing People and Organisations To enable participants to choose and apply appropriate tools to manage themselves, other people, and organisations involved in humanitarian programmes.	85 hrs	October-November
Managing Safety Security and Logistics To enable participants to define and implement safety & security measures adapted to the context of operations, and to understand the key aspects of logistics management for successful implementation of humanitarian projects	36 hrs	November
Managing Finance and Funding To provide participants with the critical skills required to raise funds for humanitarian programmes and to manage financial resources accountably.	85 hrs	Nov-December
Field exercise Develop, through a field scenario-based exercise, operational capacity and autonomy of the trainees.	45 hrs	December
Workshop Applied Research Project – Orientation	6 hrs	December
Career Advice	14 hrs	December
Closing session	3,5 hrs	December

[1] Please note that this programme is regularly updated and may be subject to change.

Experienced profile choose between 2 paths to your future profession:

	CONTINUOUSLY	AT YOUR OWN PACE
Organisation of the training period		
Training period: 3 months	3-month training at Bioforce regional training centre (Lyon, France), 440 hours	Several years to attend the 5 competency-based modules
	Evaluation Individual written evaluations are conducted at the end of each module. Behavioural skills are also evaluated, as they are of the utmost importance in the context of humanitarian missions. A learning review is planned every day with the facilitator, to assess trainees' achievement of learning outcomes and to adapt content to trainees' expectations and learning objectives. Assessment of & lessons learned from the training period: monitoring sessions are organised all along the training to give trainees the opportunity to share their opinion on the course and to assess its quality. The richness of exchanges among the trainees strengthens learning and the quality of the programme throughout the training period.	
Practice period: 6 months	This 6-month period of application and evaluation of skills enables you to put into practice the knowledge, know-how and interpersonal skills acquired during the training period and to demonstrate your ability to project yourself onto the responsibilities of the job and understand the issues at stake in a professional context. The job profile must be validated by Bioforce. **Status** Volunteer (paid) or salaried status, depending on the student's profile and the host organisation. Paid trainee status is also possible under certain conditions (social security coverage, place of work placement, etc.) **Duration** 6 months **Location** Anywhere in the world (in the case of an internship: restrictions may apply depending on your place of training) **Host organisation** Any type of local, national or international organisation with humanitarian activities. **How does Bioforce help?** This field assignment following the training period is to be sought by you, with the support of our teaching teams who will guide you in building your professional project and prepare you to meet your future employers. **Evaluation** The evaluation of this work assignment is conducted by the employing organisation and through your written assignment report.	
Qualification	A "Coordinateur de programme humanitaire" from Bioforce, a level 7 qualification (equivalent to a five-year higher education diploma) registered by the French National Record of Professional Qualifications. In addition, you will be granted a Bioforce/Grenoble Ecole de Management "Humanitarian Programme Manager" certificate at the end of your 3-month training period, shall you pass your exams.	
Application		
Prerequisites	**Minimum age:** 22 years old **Education or work experience in one of the following areas:** Team management, project management, budget management. Or in an area where you have demonstrated skills that are transferrable to the aid sector:	

	health, media, social or education, civil engineering, renovation, international relations and politics, cooperation and development, agriculture, logistics... **Required level of education or work experience in one of the above-mentioned areas:** Minimum 2-year higher education diploma ("bac +2" in France or equivalent) and minimum 3 years of full-time work experience in one of the above-mentioned areas **English language level:** Minimum B2 (according to European language levels - Self Assessment Grid). Applicants with involvement in the non-profit sector, experience abroad, driving licence or first-aid certificate are particularly sought after. Strong computer skills are required.	
Application	**Step 1: online application** Apply throughout the year on the web page of the course you are interested in. Your application will be considered upon receipt of the selection fee. We will inform you of the outcome of your application within 2 months of receiving your payment. **Step 2: interview (if needed)** should Bioforce staff members require further information (remote or in person). **Step 3: registration** You will be informed by email of your admission within 15 days after the additional interview (or, if there is no additional interview, within 2 months of receipt of the selection fee).	**Step 1: online application** The application for the « at your own pace » training course is made one course unit at a time. Apply throughout the year, at the latest 2 weeks before the start of the training unit, using our online form on the webpage of the course unit. Upon receipt of your application, we will send you an order form to be completed and signed. We undertake to inform you of the outcome of your application within 10 days of receiving your order form. **Step 2: admission** You will be informed by email of your admission within 10 days of receipt of the training fees.

Fees and funding

Fees	Selection: 60 € Registration: 200 € Training fees: 6 688 € **Total:** 6 948 €	Selection and registration fees are included in each training unit fees. Unit 1, the fundamentals of humanitarian action: 850 € Unit 2, managing programmes and projects: 2 100 € Unit 3, managing people and organisations: 2 100 € Unit 4, managing safety and security: 850 € Unit 5, managing finance and funding: 2 100 € **Total:** 8 000 €
Funding	Find the funding opportunities that you can explore for your training here: https://www.bioforce.org/en/learn/humanitarian-training-courses/funding/	
	For EU residents wishing to follow the training: this training is eligible for the CPF ("Compte personnel de formation"). Personalised quotations are also available on the above webpage.	**For EU residents wishing to follow the training:** Each training unit is eligible for the CPF ("Compte personnel de formation").

More questions? contact Bioforce Europe > infoeurope@bioforce.org