

## Job Announcement

<b>Job Title</b>	Project Manager- CFW	<b>Report to</b>	Program Manager
<b>Work type</b>	Full time	<b>Location</b>	Suleimaniyah, Erbil, (Duhok and Mosul)
<b>No. of Vacancies</b>	3	<b>Deadline for Apply</b>	11/8/2020

### Project and Job Summary

**Project summary:** The project is CFW activities in public sector. It is funded by GIZ and implemented by REACH. The aim of the project is improving economic well-being of vulnerable people through providing temporary job opportunity. In total, 850 to 1000 vulnerable people will get temporary work opportunity through a process of selection.

The project manager manages all CFW activities in designated area, manage and supervise the project staff and the project stages of implementation including selection and planning, implementation, monitoring and reporting and will manage the project assets, government and community liaison, budget monitoring and payment, writing regular and final report of the project.

The project manager Making sure the project team completes the defined activities while adhering to internal standards and contractual obligations; and that the project is completed on time, within budget and with acceptable quality.

### Duties and Responsibilities

1. Prepare the project plan and ensure that the project is completed within the given timelines and achieves its stated objectives.
2. Work on a suitable mechanism for the project beneficiaries' identification and selection.
3. Define the project tasks, resource requirements and provide direction to the project team.
4. Ensure and coordinate with all the related department of the CFW activities including area administration, and other related stakeholders in a professional manner to have an expected outcome.
5. Monitor and manage project budget and lead the planning and implementation accordingly.
6. Coordinate and oversee procurement of all the project materials requirement.
7. Coordinate payment procedures, including documentation, approval and actual payment to the beneficiaries.
8. Complete any required monitoring as outlined by the Program Manager.
9. Maintain all documentation relating directly to the CfW activities.
10. Oversee administrative matters relating directly to the CfW activities: beneficiaries' contract, time-sheets, payment schedules, required paper-work, and liaison with finance department.
11. Report on project progress at each phases of implementation. tracking progress against project plans. and reports the challenges
12. Hold regular meeting with the project staff to plan, track progress and identify challenges .
13. Coordinate with the data manager and data officer for identification of the vulnerable group of the people.
14. Coaching the project staff to ensure the project implementation in a quality manner
15. Report any problems encountered to **REACH** staff and activities in the field such as project participant complaints, local authority interference and security threats.
16. Coordinate with **REACH** Security& transportation Manager and Program Manager on any threats to **REACH** staff and activities; follow up on incidents/security threats in areas of operation.
17. Ensure that project activities' management and office administrative documentation is in accordance with REACH protocols and regulations.
18. The project manager should do performance evaluation to the project staff whenever required
19. Provide solutions to challenges and problems.

20. Accomplish any other tasks assigned to him/her by the program manager within the grading level of the post.

### **Minimum Requirement, Specifications & skills**

1. Minimum of 2 years previous experience of working, in the related field, with NGO or humanitarian organization
2. Excellent written and spoken English, Kurdish and Arabic, able to clearly communicate in writing and orally
3. Computer knowledge is a must (Excel, Word ...etc.).
4. Knowledge of both theoretical and practical aspects of project management
5. Knowledge of project management techniques and tools
6. Direct work experience and capacity in project management
7. Excellent leadership and interpersonal people management skills
8. Good problem solvers, good in decision making and critical thinking.
9. Numerical skills to control and manage large budgets.
10. Confident and persuasive negotiators
11. Excellent communicators, capable of leading and controlling meetings
12. Strong team players
13. Understanding of people resources, what they do and how to get the best out of them
14. Flexible and capable of working to deadlines.
15. Able to do job delegation.
16. Stress tolerance

### **Extra duties and expectations**

- A. Be committed to the aims and values of **REACH** Org.
- B. Be politically, religious and culturally neutral at work, aware of his/her representational role outside the working environment.
- C. Represent **REACH** Org. in a professional and culturally sensitive manner
- D. Develop good working relationship with people, both in and outside **REACH** Org.
- E. Must maintain confidentiality and discretion in all aspects and be comfortable with flexible working schedules to meet the needs of **REACH** Org and its executives.
- F. An understanding of relief, rehabilitation, development, and safeguarding and gender aspects.
- G. Willingness to undertake training and to incorporate new ideas into working practices.

**How to apply?** ..... please use the link below;

First, copy the link and paste it into your browser, press enter fill out the job application form and upload your CV and click Submit

**Link:** <https://ee.humanitarianresponse.info/x/#ck8J16n7>

**Note:** *Only short-listed candidates will be contacted for an interview.*

**REACH Organization is an equal opportunity employer**