



## **EMERGENCY PROJECT MANAGER**

### **About the job**

The Italian Council for Refugees (CIR) is presently looking for two highly qualified and experienced Project Manager to run two UNHCR-funded projects in Libya. The ideal candidate will have significant experience in managing projects in complex contexts, excellent financial and remote staff management capacity, and a strong and proven track record working with refugees and/or displaced persons.

The Project Manager will be based in Tunis with frequent missions to Libya.

### **Overall purpose of the role:**

The Project Manager will be responsible for all aspects related to the planning and the implementation of the activities of the above-mentioned project. He/she will manage activities related to the implementation of Community Development Centres and mobile units, assessments on cash distribution and Quick Implementation Projects (QIPs).

### **Main duties and Responsibilities of the role**

#### **1. Project Management**

- Coordinate, plan and monitor all program-related activities;
- Develop the implementation strategy of the program and all the related tools to ensure the achievement of the set results for each activity;
- Take leadership of the project in terms of high quality and timely deliveries, narrative and financial reporting, close cooperation with UNHCR, government and civil society actors;
- Provide overall budget monitoring, financial management and expenses control for the project activities, including compliance with minimum CIR and UNHCR requirements.

#### **2. Project implementation and strategy .**

- Supervise the implementation of the project and ensure the technical quality of the activities;
- Review budget and achievements on a regular basis and inform CIR management about potential risks and challenges;
- Oversee knowledge sharing across teams, and ensure that monitoring and evaluation results are understood and used to improve project activities;
- Contribute to all procurements related to the activities and ensure a proper management of all assets related to the implementation of the project.
- Manage the project staff and make sure that their day-to-day activities are well understood.
- Monitor the security context in the area of intervention and make sure that project staff is made aware of the situation and follows the security guidelines set by the Security department.

#### **3. Accountability, reporting and external relations**



- Continuously monitor and develop relevant accountability initiatives and strengthen the effort to document the impact of activities;
- Ensure compliance with UNHCR and CIR policies and regulations, including for procurement, visibility, human resource and financial management.
- Ensure that all project-related documents are properly filled in and well kept.
- Ensure quality control, identification of best practices and lessons learnt.
- Support in the preparation of the narrative and financial reports (both internal and external).
- Liaise with donors and other humanitarian actors both in Libya and Tunisia and stay informed on the latest developments of the context and that might affect the implementation of the project.
- Be aware of the relations with the local authorities thanks to the feedback of the project staff based in Libya.

### **Essential minimum qualifications and professional experience required**

- Education: Advanced University degree in Political Sciences, Economics, Human Rights or related field.
- Job Experience: Minimum 5 years of relevant professional experience of which 3 years in project management in an INGO or UN agency.
- Languages: Fluent French and English. A good level of Arabic is desirable;
- Technical knowledge and experience working in volatile contexts;
- Demonstrated capacities in leadership, initiative, communication, coordination and in working in a multicultural staffing context;
- Demonstrated record in collaborating, networking and negotiating with authorities, UN agencies, donors and other NGOs;
- Excellent and proven writing skills
- Good analytical and problem solving skills;
- Good level of IT literacy and an understanding of how new technologies can be practically applied to achieve results;
- Ability to work independently and under pressure in a remote environment;
- Diverse field experience, in particular in an African context, is desirable; Previous experience in Tunisia is an advantage.



### **Conditions – We offer**

- Contract: Fixed-term position
- Contract length: 11 months
- Start date: As soon as possible
- Duty Station: Tunisi with missions to Libya

### **Application process**

All applicants must send a cover letter and an updated CV (no longer than four pages) in French or English to [longo@cir-onlus.org](mailto:longo@cir-onlus.org)

**Closing date for applications: Monday February 26th 2018 at midnight.**

For further information about the Italian Refugee Council, please consult our website [www.cir-onlus.org](http://www.cir-onlus.org)

Salary and conditions will be in accordance with Italian Council for Refugees 's Terms of Employment for Expatriates.

Date: 12/02/2017