



PROTECTION PROJECT MANAGER

About the job

The Italian Council for Refugees (CIR) is presently looking for a highly qualified and experienced Project Manager to run a legal protection project in Tunisia. 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 implement CIR's UNHCR-funded legal protection project in Medenine, with regular missions to Tunis.

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. This will mainly cover: Profiling and Counseling of persons arriving in Tunisia within mixed migration movements, Identification and psychosocial support to persons with specific needs, Recreational activities, Development of informative material, Implementation of monitoring and reporting tools.

Main duties and Responsibilities of the role

1. Project Management and Implementation

- Coordinate, plan and monitor project activities;
- Direct supervisory responsibility for protection staff and operational procedures through a mainstream protection methodology and integrated protection standards;
- Ensure the highest quality of the interventions;
- 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;
- Formalize and develop project related operational tools;
- Provide overall budget monitoring, financial management and expenses control for the project activities, including compliance with minimum CIR and UNHCR requirements.

2. Program development and strategy

- Representation of CIR and active participation in relevant working groups, meetings;
- Oversee knowledge sharing across teams, and ensure that monitoring and evaluation results are understood and used to improve project activities;
- Drive the development of project activities based on lessons learned and best practices;

3. Accountability and reporting

- 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.

4. Staff Management

Lead and manage project staff members including coaching, ensuring coordination, recruitment, performance evaluation and capacity development.

Essential minimum qualifications and professional experience required

- Education: Advanced University degree in Law, International Law, political Sciences or related field with good knowledge of International Refugee, Human Rights and Humanitarian Law.
- Job Experience: Minimum 5 years of relevant professional experience of which 3 years experience in project management in an INGO or UN agency.
- Languages: Fluent French and English and desirable good level of Arabic;
- Experience in protection, profiling, counseling, legal and social assistance, monitoring;
- 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: MEDENINE (South Tunisia) with travels to Tunis
- Designation of Duty Station: Family duty Station



Application process

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

Closing date for applications: Tuesday March 20th 2018 at midnight.

For further information about the Italian Refugee Council, please consult our website www.cir-onlus.org

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