

JOB PROFILE

Job Title: Project Manager

A. Scope of the Role

A Project Manager is responsible for the planning, management, coordination and financial control of a specific project this includes ensuring a project is delivered on time and in budget, by planning and organizing resources and people, setting deadlines and delegating tasks to the project team, identifying any potential risks and reporting progress to the Programme Manager. A Project Manager ensures that the project's objectives are met and that the project team members are fulfilling their duties and tasks effectively.

Project Managers oversee a project throughout its life cycle although they may not be in place during the initial stage of developing an idea. They are responsible for hiring the project team, carrying out the work, ensuring the results are achieved, the most efficient resources are used and the different interests involved are satisfied. A Project Manager may be responsible for sourcing additional funding to continue a further stage of a project or in developing a proposal for a subsequent project.

Project Managers are most commonly based in a Country Offices or Field Offices.

B. Connected Roles

Managed by Programme Managers, Senior Project Manager.

Managing Project Officer, Assistant Project Manager.
They may also manage other team members depending on the requirements of the project such as technical specialists, implementing support staff and potentially volunteers and consultants.

Variations Junior/Senior Project Manager, Project Coordinator.
The role often has a thematic focus: for example, Health Project Manager, Shelter Project Manager, Nutrition Project Manager.

C. Skills and Competencies

The post holder will be competent at level 6 of the HAQF. They have a critical understanding of the humanitarian sector and work as a practice-based professional.

They will display a range of level 6 characteristics from the HAQF profiles including:

- Humanitarian commitment: advanced cognitive and practical skills to produce innovative solutions when applying humanitarian principles and standards to complex and unpredictable problems;
- Context analysis and reflection: advanced skills to analyse complex problems in an unpredictable context, identifying (sequential) relationships, root causes, problems, strengths and potential opportunities in order to produce innovative solutions;
- Coping and safety: prioritises security information based on the context and takes practical steps to reduce the vulnerability of the team and beneficiaries;
- Leadership: takes responsibility in groups for managing the professional development of individuals by distributing responsibility and tasks fairly, giving clear and logical instructions and providing feedback;
- Collaborative relationships: promotes effective collaborative relationships among team members and stakeholders in insecure multi-cultural, complex contexts;
- Service to crisis-affected people: advanced skills to analyse and solve complex problems in the service provision to crisis affected people with a clear understanding of their perspective of needs.

Humanitarian Competencies

C. Skills and Competencies cont.

Functional Competencies

A Project Manager requires functional competencies in the following areas:

- Project management including issue and risk management and problem solving, monitoring and evaluation and reporting, donor regulations and guidance
- People management including recruitment and management of specialists and sub-contractors
- Fundraising and resource mobilisation including proposal development
- Finance and budget management
- Resource management including management of technical, administrative and financial resources
- Stakeholder management
- Communication including written communication skills, interpersonal and intercultural skills.

Thematic Competencies

The Project Manager is required to have a mix of functional skills and thematic expertise in a particular area such as Nutrition, WASH, Shelter etc.

D. Qualifications and Experience

Previous Experience

The post frequently requires 3-5 years of professional experience.

Qualifications

The post most often requires an academic qualification at level 6 or 7 (for example a Bachelor's or Master's degree) in a related field. A relevant professional qualification or membership in the specialist areas is often required at post-graduate level.

E. Contextual or Organisational Specific Requirements

Specific organisations or contexts might require additional competencies or experience which may include:

- *Organisation specific knowledge and experience*
- *Organisational value set*
- *Languages*
- *Country specific knowledge.*

F. Additional Skills or Requirements

Some roles may have additional skills or requirements listed which may include:

- *IT and computer skills are usually an essential requirement*
- *Ability and willingness to travel is often required depending on the geographic spread of the project*
- *Driving license may be required.*