

Job Description

Job Title	Project Manager ,Somaliland
Reports to:	Country Director
Direct Reports:	None
Liases with:	<ul style="list-style-type: none"> •Local Authorities (MoLRD, Municipalities, Regional and Districts Ministry of Livestock Coordinators) •Partners-NGOs, CBOs etc. •Donkey Associations, Donkey Welfare committees. •VSFG program staff & Project Accountant.
Job Location:	Hargeisa-with frequent travel to project sites within project operation areas
Contract Duration:	5.5 months.
Job Summary:	Effectively manage and implement the IDOWEL project
Main Duties & Responsibilities:	<p>I. Projects implementation</p> <ul style="list-style-type: none"> •Ensure project activities are implemented according to work plans including coordination with Logistics and Finance. •Provide coordination and administrative support to the project teams under guidance of the Country Director. •Lead in activity planning and develop data collection systems enabling effective monitoring of project indicators. •Maintain project calendar, budget and ensure targets/timelines are met. •Keep strong cooperation with relevant Ministries (Livestock, Planning, Municipalities, Regional Coordinators, and District officers). •Act as the focal point between project and technical stakeholders, to ensure timely implementation of project activities. •Track project activities to ensure they are completed as per the plan. •Take responsibility for implementing an aspect(s) of the project as appropriate according to experience and expertise as determined in consultation with Country Director. •Play a leading role in the development of advocacy and publicity materials for project visibility. •Liaise with the Country Director for decisions related to relating with the project/local staff. •Coordinate and organize stakeholder meetings, and provide report from the said meetings to Country Director. •Support in developing training or other materials for beneficiaries, community stakeholders and others. <p>II. Engagement in Coordination</p> <ul style="list-style-type: none"> • Engage with internal and external stakeholders; national government related departments and other INGOs in collaborative interventions to further the quality implementation of projects activities. <p>III. Participate actively in M&E related functions</p> <ul style="list-style-type: none"> • Provide support in data collection and management of relevant databases such as donkey treatment centres, Donkey associations GPS Coordinates. • Participate in regular planning and reporting in compliance to partnership standards. • Take lead in the development of activity work plans for implementation of the components assigned. • Promote learning through information sharing, development of case studies, organizing project reflection meetings with partners and target beneficiaries, and documentation of best practices. <p>IV. Finances</p> <ul style="list-style-type: none"> • Handle the funds for community project activities in consultation and guidance of

the Country Director and Project accountant.

- Liaise with the Project Accountant on all (finance, supplies and consumables) for the project.
- Ensure all finance documents submitted are within the rules and regulations of VSFG.

V. Reporting

- Write all activity reports (workshops, trainings, sensitization meetings etc) and submit soon after they have been conducted.
- Prepare monthly and Quarterly reports from the projects and forward them to the Country Director.
- Make a report on the inventory for the sector for all equipment and materials procured under the project.
- Ensure all the reports prepared and submitted to supervisor are meets the standards and requirements of VSFG.

Any other duty as assigned

Perform any other duties as delegated by the Country Director for the purpose of carrying but work responsibilities that contributes to the organizational goal.
Any other related duties as may be assigned by the Line Manager and/or supervisor.

Application procedure:

Interested and qualified candidates meeting the minimum requirements should send their application and CV not more than three pages through this link <https://forms.gle/M9MDsDVDBrCR4pTR6> not later than **1st October 2024 @ 5.30pm EAT**. Only shortlisted candidates will be notified.

SUPERVISOR: _____ **DATE:** _____ **SIGN** _____

INCUMBENT: _____ **DATE:** _____ **SIGN** _____