

**Starting Salary: £ 35,785 - £41,375 per annum**

**Contract: Two Year Contract (renewable)**

## **Position Description**

### **Job Profile**

The Project Manager will manage CAFOD's SIDA funded project entitled: "**Tu Faulu Pamoja - Succeeding Together**". The project will ensure women and you youth are represented in the decision-making instances by amplifying their voices through movement and associations capacity strengthening, small grant dispersing, and close follow up to enable for community tailored activities. The project manager will require significant experience of managing large institutionally funded projects within the field of women's empowerment and youth inclusion. The ideal profile will have strong experience of grant management and disbursement mechanisms, project cycle management, compliance and working with local partners. The successful candidate will have experience of working with a wide range of stakeholders at grass roots and senior level and ensuring that processes and outcomes are documented at all levels of the project cycle to donor standards. The project manager will report to the Deputy Country Representative with dotted strategic reporting to the Country Representative and will be responsible for overall operational and financial management of the project.

The post holder will be expected to undertake frequent travel to the project implementation areas.

The post will be based in Goma with regular travel to Kinshasa and other implementation provinces.

The scope of the post falls into the following functions:

- Managing women's empowerment projects
- Strong knowledge of gender issues and social inclusion of youth
- Experience of managing Economic and social empowerment projects
- Civil society participation in advocacy processes
- Experience of Small grant disbursement mechanisms
- Strong financial monitoring experience

### **Key Responsibilities**

#### **Lead and manage the project portfolio:**

- In line with the overall direction set by the Tu Faulu Pamoja project implementation plan, follow up the implementation plan, ensuring that they meet agreed quality standards and donor/contractual obligations;

- Rollout the project start-up and implementation process and convene all stake holders and ensure that they internalise and own the project
- Ensure that learning is captured and shared across the wider organisation and between partners, and informs decision making;
- Ensure that cross-cutting themes (e.g. accountability, safeguarding children, etc.) are effectively managed within and across the project, working with the relevant technical staff to achieve this;
- Ensure indicators in the approved results and logical framework sections of the proposal are tracked and closely monitored in line with SIDA's guidelines for M&E and menu of indicators
- Ensure that the project is contributing to the peacebuilding process in the country (be familiar with the process and collaborate with actors in the implementation area).

#### **Overseeing effective relationships with stakeholders:**

- Provide guidance and support to partner staff, the project accompanier and other members of the Project team in their work, to develop and nurture effective relationships with partners. In some cases (e.g. strategic partners), the post-holder can take a more active role in developing those relationships;
- Work with Programme Officers and the team to support or facilitate the development of partners' capacities and to promote the sustainability of their work. This includes the development of tailor-made capacity development plans;
- Ensure that the country partnership portfolio is regularly reviewed and that individual relationships are monitored against CAFOD's and partners' partnership standards and expectations.
- Serve as focal point person for youth and women's empowerment and gender equality programs and provide technical and programmatic support to the management and field staff as well as report to donors.
- Design / Adapt training manuals for Tu Faulu Pamoja project on women and youth participation that can be adapted to local contexts.
- Building self-esteem within project participants and capacity through mentoring support
- Work with other projects and stakeholders to help women and youth movements access credit and economic literacy.
- Interact with politicians, decision makers and community leaders with a view to improving status of youth and women and the shifting of gender norms.
- Help elected women parliamentarians and former and aspiring women politicians equipped with coalition and consensus building skills and advocacy on variety of issues, including women specific issues;
- Trainers/facilitators from youth and women's organizations to become agents of reform and change and provide effective political leadership training at provincial and local levels
- Ensure that communities are awareness and perception of the role of women politicians as effective decisionmakers in government is improved.

#### **Financial and funding management:**

- Manage the project costs budget and cash flow (implementing manager/budget holder responsibilities), monitoring income and expenditure, and ensuring that the latter is done in compliance with agreed parameters and policy;
- Develop the grant disbursement plan and ensure that financial reports are on time and accurate
- Drawing from the objectives and agreed upon key activities in the project proposal, develop detailed implementation plan and budget forecasts and reports.
- Plan training of grantees on financial aspects and ensure compliance with donor requirements.
- Ensure accurate and timely financial reporting on programme work;
- Ensure the programme complies with CAFOD's financial management standards, including managing financial risks.

**Internal and external representation:**

- In co-ordination with the Deputy Country Representative and the Project team develop, nurture and sustain relationships and effective communications with relevant stakeholders, including local government, national networks and other agencies working in DRC. This will include other Caritas/CIDSE agencies;
- Provide necessary information the CR to enable him to sustain relationships with relevant bilateral agencies working in the project implementation area, including DfID and the EC, seeking opportunities for programme funding, where applicable;
- Effectively communicate with other teams within CAFOD to ensure that the programmes are well understood, and that information is available for fundraising and other communications, including publications, media briefings, development education, etc. This may involve participating in communities of practice, working groups, supporter events, etc, as agreed with the Country Representative.
- Participate in the cluster and or other inter-agency meetings in the implementation area.

**Systems and compliance:**

- Overseeing the effective use of CAFOD's systems to share programme knowledge and inform decision making. This includes overseeing compliance with agreements, regulations and requirements attached to our work.

*This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required. This job description is subject to regular review and appropriate modification;*

**Safeguarding for Children and Vulnerable Adults:**

CAFOD recognizes the personal dignity and rights of children and vulnerable adults, towards whom it has a special responsibility and a duty of care and respect. CAFOD, and all its staff and volunteers, undertake to do all in our power to create a safe environment for children, young people and vulnerable adults and to prevent their physical, sexual or emotional abuse. CAFOD is committed to acting at all times in the best interests of children and vulnerable adults, seeing these interests as paramount. Any candidate offered a job with CAFOD will be expected to adhere to CAFOD's Safeguarding policy and sign CAFOD's Code of Behavior as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

This post involves responsibility for people who will have contact with children, young people and vulnerable adults and applicants will be subject to specific checks related to safeguarding issues.

## **Person Specification**

### **Essential Criteria**

#### *Understanding our context*

A Understanding Catholic identity;

B Understanding CAFOD;

C Understanding international development: Understanding and experience of international development and programme management and quality standards;

#### *Working together*

D Managing ourselves

E Working with others;

F Communicating;

G Looking outwards; Understanding and first-hand experience of effective and values-based partnership work between northern and southern organisations and communities;

#### *Making change happen*

H Managing resources; Makes effective use of ICT, particularly for distance communication

I Achieving results;

J Managing our performance; Able to manage competing work demands; Able to manage a team of staff including staff at a distance

K Taking the lead; Sets an example of what can be achieved

#### *Job-specific competencies*

I. Understanding and first-hand experience of institutional funding work/projects, priorities, trends and donor conditions;

II. Experience using programme cycle management tools effectively to deliver work within an agreed programme framework, including programme integration;

III. Able and committed to facilitate or support the development of partners' capacities;

IV. Financial management understanding and experience;

V. Ability and willingness to travel for approximately 12 weeks per year), sometimes at short notice and to areas of potential risk

VI. Languages (French is essential);

VII. Thematic experience in:

- Gender programming (DRC experience preferable)
- protection mainstreaming
- cash distribution and/or microfinance
- smallholder market-oriented agriculture (nice to have).

### **Desirable Criteria**

VIII. Previous work experience in the country/sub-region;

XI. Understanding of key country/sub-regional humanitarian trends and/or previous experience on humanitarian work.

**Please click [here](#) for a full list of CAFOD's Staff Benefits**

*Come and join us and help make a real difference in the lives of the world's poorest communities.*

*CAFOD is an equal opportunities employer. Recruitment and selection procedures reflect our commitment to child protection*