

Position Name (Title) :	Project Manager	Position Level:	12
Reporting to (Title) :	Program Director	No. of Direct Reporters:	4-5
Version:	01	Sector /Department/Section :	ANR

Position Reporting Lines



Main Job Purpose

- Successfully and efficiently lead the implementation of all the project under supervision of the program director to achieve the outcome for program and feed into the organization strategic objectives.

Objectives

- Manage the implementation with efficiency in using the resources and effectiveness.
- Contribute to the achievement of the program goal.
- Contribute to improving CARE's internal workflow and process.

Accountabilities

1. Plan, manage and closely monitor the implementation of the project in the selected governorates and ensure timely and accurate reporting for project achievements /challenges to program director, and donor
2. Identify, create, manage and maintain productive partnership and networking with different stakeholders in the local and national level to maximize the impact of project effort in the local and international level.
3. Contribute in the design and ensure full application of monitoring and evaluation appropriate tools/techniques in Project/s.
4. Check data and conduct monitoring field visits to ensure accuracy of data and to guarantee all project are on track according to the submitted plans to donors.

5. Capture best practices and lessons learned to enhance the program's knowledge base and provide officer with required materials.
6. Manage and monitor all project/s budget/s to ensure spending rates are within the safe range and in time according to approved budget in light of CARE and donor policy and procedures.
7. Contribute to achieve the program impact goal through continuous linking all implemented activities with program long term goal and through identify and suggest new project ideas.
8. Support in the development of new project proposal and concept writing to contribute to the achievement of program goal and domains of change.
9. Contribute to new projects design, and budget development.
10. Coordinate with other program support units, such as; Procurement, finance and HR to ensure smooth project operation.
11. Support the PD in initiating and maintaining strategic and diverse relationships & networking with stakeholders to ensure that the program and CARE remain a partner of choice.
12. Support the PD in developing the program theory of change, and contribute in achieving the program objectives and goals.
13. Coordinate with other project managers to enhance CARE's internal workflow and processes to ensure higher levels of performance and learning to achieve greater impact.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • Other programs. • The project team members • Senior Management • Program support unit's on the central level and the governorate level: <ol style="list-style-type: none"> 1- Communication 2- M&E 3- Finance 4- Procurement 5- HR 6- IT 7- Admin 	<ul style="list-style-type: none"> • Peer Organizations. • Partner Organizations; NGOs • Stakeholders • Government Officials • Suppliers and vendors and service providers • Donors

Working Environment

The position follows the normal working environment of the organization.

Indoor: 60%

Outdoor: 40%

Working Hazard: Medium

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours

Position Dimensions

POSITION DIMENSION	
Level of Authority	Judgement After Referring to Supervisor
Budget Control	Signing Official Contracts
Budget Amount	From 1 to 25 Million EGP
Hiring Authority & Promotion	Coach New Employees
	Supervises Two - Three Employees
	Recommend Supervised Employees for Promotion
	Approve Hiring New Employees
Consequence of Error	Impact the Organization
CARE Skills	Level 5

Job Requirements

Education:	<p>Required:</p> <ul style="list-style-type: none"> BSc of relevant degree such as agriculture, Business Management, or any relevant field. Fluent in english <p>Desired:</p> <ul style="list-style-type: none"> A higher degree in Management or project Management
Experience:	<p>Required:</p> <p>A minimum of 2 years of experience in a managerial position with a minimum of 2 years' experience in project management with a business development background in private sector or similar project.</p> <p>Desired: Familiarity with agriculture community development , Cooperatives capacity building</p>
Computer Skills	<ul style="list-style-type: none"> MS Office with a high proficiency in teams and zoom
Languages:	<ul style="list-style-type: none"> Excellent verbal and written English & Arabic
Competencies & Skills	<ul style="list-style-type: none"> Highly level of leadership skills & accountability High capability of operational decision making Planning and organizing Analytical thinking Negotiation skills Problem solving Reports writing

Reports

Reports Name

- Required Reports for the donor
- Any tracking reports required.

Signatures

		Date
Employee		
Manager		
Human Resources		