



Position Name (Title) :	Projects Manager	Position Level:	12
Reporting to (Title) :	Program Director	No. of Direct Reporters:	2-4
Version:	01	Sector /Department/Section :	

Position Reporting Lines



Main Job Purpose

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

Objectives

- Manage the implementation of all project/s activities to ensure efficiency and effectiveness.
- Heavily contribute to the achievement of the program goal.
- Ensure creating very fruitful work environment between staff, partners and stakeholders.

Accountabilities

1. Plan, manage and closely monitor the implementation of project/s plan to ensure timely and accurate reporting for projects 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 program effort in local and national level.
3. Check data and conduct field visit to ensure accuracy of data and to guarantee project implementation is on track according to annual and donor plans. Capture best practices and lessons learned to enhance the program's knowledge base and provide MEAL officer with required materials.



4. Effectively manage and monitor project/s budget/s to ensure spending rates are within the safe range according to approved budget in light of CARE and donor policy and procedures.
5. Support in the development of new projects proposal and concept notes by providing needed technical and financial inputs.
6. Collaborate with program support units to ensure smooth project operations and aligning all the process and procedures with CARE's and donor policies.
7. 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.
8. Timely and perfectly meets CARE and donor reporting requirements with high quality and accuracy level and ensure

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • Other programs. • The projects team members • Senior Management • Support unit (Finance & Procurement, HR, IT and Admin) • Communication Unit • MEAL Unit 	<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: 70%

Outdoor: 30%

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	Make Expenditure on a Predefined Budget
Budget Amount	From 1 to 25 Million EGP



Hiring Authority & Promotion	Coach New Employees
	Supervises More Than Three Employees
	Recommend Supervised Employees for Promotion
	Approve Hiring New Employees
Consequence of Error	Impact Own Team
CARE Skills	Level 5

Job Requirements

Education:	Required: <ul style="list-style-type: none"> BSc of relevant degree A higher degree in Management or projects Management is a plus
Experience:	<ul style="list-style-type: none"> Demonstrated experience managing humanitarian project- with a minimum of 5 years working in humanitarian and/or development settings is required Strong understanding of international standards and agreements related to Gender in Emergencies and Protection Demonstrated ability to manage workflows, balance competing priorities and work effectively in a small, diverse, remote and busy team environment.
Computer Skills	<ul style="list-style-type: none"> MS Office with a high proficiency in teams, zoom and power point
Languages:	<ul style="list-style-type: none"> Very good English & Arabic
Competencies & Skills	<ul style="list-style-type: none"> Highly level of leadership skills High capability of operational decision making Planning and organizing Analytical thinking Negotiation skills Problem solving Reports writing

Reports



Signatures

		Date
Employee		
Manager		
Human Resources		
