



Position Name (Title) :	Project Manager (70%)	Position Level:	09
Reporting to (Title) :	Program Director	No. of Direct Reporters:	0-2
Version:	01	Sector /Department/Section :	Agriculture and Natural Resources Program
Duty Station:	Behira	Donor:	Lesaffre – Egypt
Project:	Sugar Beet Value Chain Strengthening Project: Empowering Smallholder Farmers for Sustainable Growth		

Position Reporting Lines



Main Job Purpose

- The Project Manager is responsible for the overall planning, implementation, monitoring, and management of the project to ensure the achievement of agreed objectives, results, and targets within the approved timeframe and budget.
- The Project Manager provides technical and operational leadership to the project team, coordinates with partners and stakeholders, manages project resources, monitors performance, and ensures compliance with organizational requirements.

Objectives

- Ensure the achievement of the project's agreed objectives, results, and targets within the approved timeframe and budget.
- Provide technical and operational leadership to the project team and ensure effective management of project resources.
- Coordinate effectively with partners and stakeholders, monitor project performance, and ensure compliance with CARE and donor requirements.

Accountabilities

1. Lead the overall planning and implementation of the project, translating objectives and targets into clear work plans, activities, timelines, and team responsibilities; ensuring implementation is aligned with the proposal, budget, and donor agreement; monitoring progress and quality; and proactively identifying implementation challenges and taking timely corrective actions to ensure delivery of project results on time and to the required standards.
2. Lead the financial management of the project, ensuring effective budget utilization and alignment of expenditures with activities, donor requirements, and organizational policies; regularly monitoring expenditures and variances, reviewing financial reports and forecasts in coordination with Finance, and ensuring proper documentation and responsible use of project resources.
3. Work closely with the MEAL team to monitor and assess project performance against agreed indicators, targets, and the results framework; ensure the quality and accuracy of project data and documentation; use monitoring findings to inform decision-making and improve implementation; and document lessons learned, good practices, success stories, and evidence of impact.
4. Build and maintain effective relationships with key project stakeholders, including government authorities, private-sector partners, NGOs/CSOs, and community organizations; coordinate implementation with partners and ensure clear roles and responsibilities; represent the project in relevant meetings, workshops, and field visits; and ensure timely follow-up on agreed actions and commitments.
5. Ensure timely and high-quality project reporting and communication, providing management and the donor with regular updates on progress, achievements, challenges, risks, budget status, and priorities; documenting project results and achievements; and coordinating with the Communications team to ensure appropriate project visibility and communication.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
• Program Director • Project team members • Senior Management • Support units (Finance & Procurement, HR, IT and Admin) • Communications Unit • MEAL Unit	• Donor (Lesaffre – Egypt) • Government authorities • Private-sector partners • NGOs / CSOs • Community organizations

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: Bachelor's degree in agriculture, economics, development studies, business administration, social studies, or another relevant field.
Experience:	- Minimum 5–7 years of relevant professional experience, including management responsibilities. - Demonstrated experience managing development projects, teams, budgets, partners, and field activities. - Experience working with donors, government institutions, NGOs, private-sector actors, and community organizations. - Strong understanding of project cycle management, results-based management, and MEAL.
Computer Skills	MS Office with a high proficiency in teams, zoom and power point
Languages:	Very good English & Arabic
Competencies & Skills	- Excellent planning, problem-solving, communication, negotiation, and leadership skills - Planning and organization - Results orientation - Problem-solving and decision-making



	• Accountability and integrity • Stakeholder management • Communication and negotiation • Adaptability and learning
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Reports

- Regular progress updates to the Program Director and the donor on achievements, challenges, risks, budget status, and priorities.
- Periodic project progress reports in line with CARE and donor reporting requirements.
- Financial reports and forecasts reviewed in coordination with Finance.

Signatures

		Date
Employee		
Manager		
Human Resources		