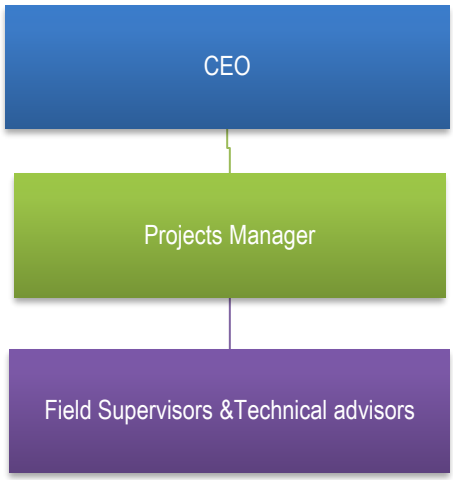
Position Name (Title) :	Projects Manager	**Position Level:**	9
Reporting to (Title) :	CEO	**No. of Direct Reporters:**	4-6
Version:	01	**Sector /Department/Section:**	Cross Cutting Strategy

Position Reporting Lines



Main Job Purpose

Successfully and efficiently lead the implementation of EU NGOs Capacity building project to achieve the outcome for the project and feed into the organization commitments towards strengthening the organizational and technical capacity of local NGOs and localization and advancing community-led development, in compliance with EU contractual requirements and in support of CARE's strategic objectives.

Objectives

- Manage the implementation of all full project/s activities to ensure efficiency cycle (inception, implementation, monitoring and effectiveness closure) over the three-year action, delivering the agreed results on time, within budget and in compliance with EU rules.
- Ensure strengthen the institutional, technical and financial capacity of partner NGOs and CBOs so they can lead and sustain community-led initiatives beyond the project.
- Ensure creating very fruitful work environment between staff, partners and stakeholders communities, especially women, youth and marginalized groups, take a leading role in identifying priorities and in designing, implementing and monitoring interventions.
  Foster a productive working environment and strong partnerships among staff, partner NGOs, communities, government and the EU Delegation.

Accountabilities

1. Plan, manage and closely monitor the implementation of project/s plan to ensure timely and accurate reporting for projects achievements /challenges to Unit 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 Unit 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 Unit'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 polices.
7. Support the Unit Director 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

Position Relationship with Other Parties

Internal Relationship	External Relationship
• Other programs. • The projects team members • Senior Management • Support unit (Finance & Procurement, HR, IT and Admin) • Communication Unit • MEAL Unit	• 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	Authority Within the Departement
Budget Control	Make Expenditure on a Predefined Budget
Budget Amount	From 25 to 75 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: • BSc of relevant degree A higher degree in Management or Project Management is a plus
Experience:	Required: 10 years of experience in development; familiarity with the NGO sector and community development. At least 5 -7 years of experience in a project managerial position Previous experience managing an EU project or similar donor is a must.
Computer Skills	• MS Office with high proficiency in Teams, Zoom, and social media.
Languages:	• Very good English & Arabic
Competencies & Skills	• High 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		