# Job Specification: Project Manager

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| **Department:** | Programmes |
| **Scale:** | PSM 5 |
| **Line managed by:** | Regional Programmes Manager |
| **Responsible for line managing:** | Support services officer, information system officer, drivers |
| **Location:** | Guinea Bissau |

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**MAG's Vision is a safe future for women, men and children affected by violence, conflict, and insecurity.** People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

**MAG's Mission is to save lives and build safer futures.** We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

**MAG's Values.** Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

**DETERMINED - we work with purpose**

**EXPERT - through excellence and expertise we build trust**

**INTEGRITY - we strive to do the right thing**

**COMPASSION - people come first in everything we do**

**INCLUSIVE - we are inclusive, and we value diversity**

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## Job Purpose:

The Project Manager will provide senior level support to the Regional Programmes Manager (RPM) with a wide range of externally and internally facing strategic and programme management responsibilities in Guinea Bissau. This will include:

- Develop effective relationships and networks with stakeholders including national and local authorities, donors, UN agencies, national partners, NGO forums, wider NGO, community and commercial operators in the region
- Responsible for representation of MAG at country level meetings across wide range of stakeholders
- Support the RPM in identifying and pursuing opportunities to expand MAG programmes activities in new locations within the country/countries
- Responsible for national partners project management and implementation where delegated
- Responsible for external programme communications when delegated

## Job Description

### Representation

- Assist the RPM in providing effective representation to donors, local authorities, partners, NGO forums and other stakeholders relevant to MAG's Sahel West Africa's response to ensure that MAG's mission, values and specific project objectives are clearly understood and supported.

- Across the countries defined, act as a focal point for MAG representation for all relevant stakeholders together with other key senior staff members.
- Inform the RPM of any potential problems related to external relationships and provide pro-active solutions to action.
- Develop and maintain effective working relationships with external stakeholders
- Ensure all relevant parties are kept informed of MAG activities as appropriate

**Human Resources, Management and Training**

- In conjunction with the RPM, to be responsible for staffing of the project, ensuring adequate international and national staff coverage.
- Recruit and manage national staff in project locations in conjunction with technical management staff and coordinate the induction of new staff
- Ensure contracts, terms & conditions and salaries of project national staff are in line with the labour laws and any other relevant legislation in country.
- Line management of staff in line with MAG international staff policies and procedures
- Maintain leave and HR records

**Grant and Donor Management**

- Ensure contractual compliance with project donors
- Undertake risk assessment for all new projects in the area for sign off by the Leadership Team (LT) at MAG HQ
- Responsible for all proposals and reports for the project
- Ensure regular flow of photos and case studies from project to HQ

**Business Development**

- Proactively identify and pursue new opportunities to maximize MAG's impact in the region and ensure continuity and stability.
- Support the RPM in identifying and pursuing opportunities to expand MAG programme activities in new locations
- Support the RPM in identifying and pursuing opportunities to improve the quality of MAG programming in areas of operation.
- Assist the RPM with detailed stakeholder mapping and analysis for the country/ies to support business development

**Logistics**

- Manage procurement of equipment in line with project requirements, licensing and donor restrictions, in conjunction with Regional and HQ procurement teams. Ensure smooth running and timely response to logistics issues
- Ensure inventories correct and up to date

**Partnerships**

- In coordination with relevant colleagues, coordinate, maintain and manage effective relationships with national partners
- In coordination with relevant colleagues oversee and manage the project implementation of national partners –
- Ensure coordination with programme and finance staff in the supervision, evaluation and monitoring of partnership projects and sub-grants
- Negotiate and implement MoUs with partners as required, and prepare technical agreements per project, with support from the TOM and the Programme Development & Support Unit

**Contract Management & Reporting**

- Ensure that robust information management, data collection and reporting systems are in place as delegated.

- Ensure that all activities are implemented in line with donor requirements and in accordance with MAG, country and international standards, rules and regulations.

**All International staff are expected to undertake the following general duties:**

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

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## Person Specification

**Essential Experience**

- Master's Degree in Project management, International studies, Administration or related field, or equivalent knowledge gained through practical experience
- Significant experience in working in development and humanitarian program related field operation or field activities in developing countries
- Experience of working overseas on development/humanitarian projects
- Experience of developing and supporting projects including implementation, management, monitoring and evaluation and contract compliance
- Proven expertise in the development of new business, including proposal development, networking and contract negotiations
- Experience of having developed successful relationships and negotiated with donors, government bodies, other NGOs and local partners
- Experience of producing high quality donor reports and proposals

**Essential Skills and Knowledge**

- Excellent communication and interpersonal skills, with the ability to establish effective working relationships at all levels internally and externally
- Strong writing skills to be able to write proposals, budgets and reports etc
- Strong representation, communication and negotiation skills
- Excellent organisational skills with the ability to coordinate multiple activities sometimes with conflicting deadlines
- Proven ability to motivate and develop a team
- Effective financial management skills
- Fluency in English and French (reading, written and spoken), Portuguese strong added value

**Essential Aptitude**

- Proactive, flexible and positive approach to work with the ability to find creative solutions to challenges
- Determined and committed to high quality standards

- Excellent communication and interpersonal skills with the ability to establish effective working relationships at all levels internally and externally
- Ability to meet deadlines and work calmly under pressure and manage own stress
- Ability to represent and promote MAG
- Ability and willingness to work with uncertainly and demonstrate good judgment
- Self-motivated, flexible and enthusiastic approach to work
- Ability to work independently and operate alone
- Ability and willingness to live and work in a potentially insecure and politically sensitive environment requiring diplomacy
- Able to undertake frequent travel within the region

**Desirable**

- Experience of working in a humanitarian emergency response situation
- Experience in Humanitarian Mine Action / Weapons and Arms Management
- Experience of MAG systems and procedures

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| **Signed employee:** | **Date:** |
| **Signed manager:** | **Date:** |

**November 2021**