

JOB DESCRIPTION

Job Title:	Project Manager (Yemen)
Location:	Aden, Yemen
Reporting to:	Programme Manager (Yemen)
Management responsibility (if applicable)	Management of project coordinator(s) or officer(s), <i>depending on team structure.</i>
Type of position:	Yemeni National Position
Grade and Salary:	Grade F, starting at USD \$36,036 per year (gross)
Contract terms and hours:	37.5 hours a week
<p>Background</p> <p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security. We do this by supporting effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.</p> <p>Saferworld has been working on conflict prevention issues with Yemeni civil society organisations (CSOs) since 2010. Effective partnerships that benefit everyone are central to our strategy, approach and to how we work. With partners, we support women, youth and community groups in their efforts to build peace and respond to the impact of the war. Together, we identify and address safety and peace building needs.</p>	
<p>Job purpose:</p> <p>To manage all aspects of assigned projects. All our projects are centred around the following themes: supporting community level peacebuilding programming, supporting Yemeni CSOs in fulfilling their own vision and mission, supporting gender transformation and youth leadership.</p> <p>The project manager role requires establishing good working relations with partners, establishing contacts and engaging with authorities and linking with other teams and related projects across Saferworld to share best practices and lessons learnt.</p> <p>This position is based in Aden and may require spending time with partners in the project areas, as well as representing the project at a national level and with donors.</p>	

Roles and Responsibilities

1. Programme management, quality and impact

- **Ensure the project partnerships established within the project, are managed in line with Saferworld's partnership approach, including:**
 - Working with Yemeni organisations based on the principles of equal partnerships, and supportive and mutual learning relationships.
 - Preparing Partnership Agreements with partner organizations within the project as per Saferworld's guidelines.
 - Participating in Organisational Capacity Assessments with partner organizations and following up on commitments made.
 - Ensuring partners have the grant and financial management and technical support required.
- **Manage the delivery of the project objectives in a relevant, impactful and timely manner by:**
 - Establishing, in collaboration with partner organisations, clear and detailed workplans and monitoring evaluation and learning (MEL) plans.
 - Ensuring the adequate monitoring of the work and MEL plans.
 - Ensuring partners are adequately supported in the implementation of work and MEL plans.
 - Ensuring together with partners that programme activities are well-documented and that analysis and learning are shared within Saferworld, and as appropriate with external stakeholders, including for advocacy purposes.
 - Based on learning and changes in the context, and reflecting with partner organisations, review and adapt project objectives and activities as projects progress.
 - Ensuring all donor contractual compliance is met with regards to the implementation of programme objectives.

2. Financial management and financial reporting

- **Ensure that all activities and expenditure are conducted within budget allocations and with adequate coding as per Saferworld and donor compliance requirements.**
- **Monitor project expenditure by:**
 - Proposing and agreeing with the Finance Manager and Programme Manager and partners on partner finance reporting templates and procedures.
 - Checking on a monthly basis, that all transactions noted in the monthly transaction lists are correctly coded; noting and providing feedback on any discrepancies to partners and Saferworld's finance team and programme manager.
 - Updating on a monthly basis, the spending forecasting, noting any potential issues with under/overspending and discussing these with partners and the Programme Manager, and finance team.
 - Participating in monthly grant management meetings.

3. Donor narrative reporting

- **In collaboration with partners and Saferworld's programme manager, set-up and oversee clear narrative reporting templates and procedures in line with donor requirements. Ensure reporting captures learning and project progress and is not too burdensome for partners.**

- Discuss with partners the reports they submit.
- Write the donor narrative sections related directly to projects, as per donor requirements.
- Participate in donor meetings as required.

4. Grant Management

- Work with the project and finance teams to produce and write timely and high-quality narrative and financial reports for projects and donors.
- Maintain good relations with donors
- Ensure donor compliance and audit measures are met

5. Line management

- Line management of project coordinator/officer including performance management.

6. Contribute to wider strategy and programme development

- In collaboration with other Yemen and London-based staff, contribute to the implementation of the Yemen country strategy and the development of annual strategic objectives.

Responsibilities will change depending on changing priorities.

Key working relationships

- Saferworld Yemen team in Aden
- Saferworld Yemen team in London
- Saferworld partners
- Project collaborators
- Local authorities
- Donors

Scope and accountability

Decision making and limits of authority	The Project Manager has the responsibility for the implementation of the activities under the specifically assigned project. The postholder has the responsibility to propose adaptations based on the realities on the ground; however, adaptations need to be decided in coordination with the Programme Manager
Financial resources	For specific lines in the assigned project budgets, as per Saferworld's authorisation limits.
Other resources	N/A
People management	TBD

Legal, regulatory and compliance responsibility	Ensure Saferworld complies with donor regulations as well as regulations in Yemen around programme approvals.
Person specification	
Knowledge, qualifications and experience <ul style="list-style-type: none"> ▪ A good understanding of peacebuilding and conflict prevention issues in Yemen, including conflict dynamics and actors, key political, social and economic issues, and peacebuilding/conflict prevention measures, including the role of various regional and international actors ▪ Minimum 3 years' experience working in international development, peacebuilding, civil society or related issues ▪ Strong experience in project management, including monitoring and evaluation ▪ Strong experience with donor narrative and financial reporting ▪ Strong financial management experience ▪ Experience in gender transformation projects (desirable) ▪ Ability to work unsupervised, when needed ▪ Proven track record of working effectively as part of a team ▪ Experience of making logistical arrangements including preparing budgets for events, engaging contractors, forecasting expenditure and estimating resource requirements 	
Skills and abilities <ul style="list-style-type: none"> • Excellent project management skills • Strong facilitation skills • Fluency in written and spoken Arabic and English • Good communication skills, written and oral; • Excellent MS Excel and Word skills • A positive problem-solving approach; • Enthusiasm to learn and apply new skills; • Good interpersonal communication and team-working skills; • Ability to work under pressure; • Expertise on security and justice, conflict and development issues • Experience with research and analysis 	
Personal qualities <ul style="list-style-type: none"> • Commitment to and compliance with Saferworld's safeguarding principles • Commitment to respect and value equality and diversity, and understanding of how this applies to your area of work • Commitment to your own continuing personal and professional development • Commitment to the vision, mission and values of Saferworld • Flexibility and adaptability 	

Other requirements

- Post holder might be required to occasionally travel in Yemen

Application process

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to jobs@saferworld.org.uk (Ref: Yemen-PM)

Deadline for applications:

Applications close: **8th April**

Tentative Interview dates: **13th April** (*subject to change*)

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

We only accept completed application forms so please do send your CV