

Solid Waste Management Project Manager

Location: [Europe & the Middle East] [Jordan]

Town/City: Amman

Category: Project Management

Job Type: Fixed term, Full-time

Position Title: Solid Waste Management Project Manager

Position Purpose:

The Project Manager position has been created to lead a large scale, USD 6m, multi-component and multi-donor funded Solid Waste Management (SWM) Project in Azraq Camp, which is part of the nation-wide project for Solid Waste Management for Jordan. The role is required to lead a dynamic implementation of the following components: waste collection of all waste in the camp, including litter picking, sorting of waste, livelihoods/Cash for Work provision, community mobilization, sanitation and cost recovery through the sale of the waste.

Further, the role holder will lead the research, advocacy and capacity building aspects of the project to position WVJ as a key player in transitioning of SWM to local municipalities and open an avenue for WVJ presence in wider SWM reforms beyond the camp intervention. Synergies will be required to build among other key stakeholders to integrate the Project where possible with other donor funded SWM interventions in Azraq City and/or the Greater Amman Municipality. Besides, the role will cover overall camp coordination/representation for WVJ interventions in Azraq camp

Major Responsibility:

People/Team Management, Overall management of teams for the community mobilization, the Litter Picking, waste collection and processing in the solid waste management centre;

- Project goals and activities are delivered on-time, within scope and within budget;
- Professional leadership to teams is provided, key roles and responsibilities for the team are set, day to day performance and progress is ensured, staff is updated on the organizational changes and strategic goals;
- Evaluation and mentoring, regular formal and informal feedback to the staff is provided;
- Staff development needs are assessed and proceeded with P&C support.

Management of the Cash for Work (CfW) team; Comprehensive CfW documentation is created and maintained as per WVJ and Donors' policies and procedures

Project Related Operational Tasks,

Monitoring of expenditures and procurement plan required for the project;

- Project financial reports are monitored; cash flow is in line with planned activities;
- Project procurement needs are addressed timely and according to the policies and procedures in close collaboration with Finance and SCM Departments

External engagement, advocacy and policy interventions for SWM model WVJ is applying in the camp;

- Communication with local authorities, government officials at the regional and, when required, at the national level;
- Participation in SWM national platforms, GIZ run Working Groups to advocate for the WVJ SWM model to be integrated in the municipalities' action plans

Ensure internal and donor reporting; Timely and accurate internal and external stakeholders' reports are developed and delivered

Undertake camp coordination liaison functions for WVJ interventions in the camp; Participation in coordination meetings, updating the Camp Management on the WVJ interventions in the camp, sharing the Camp Management updates and feedback with the WVJ country leadership

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

- Experience/expertise of livelihood and Cash for work in Camps
- Minimum 3 years of experience in working in ideally in relief and/or post-conflict settings in reputable institution, national or international NGO.
- Experience in Leading big team structure
- Experience in Budget Management
- Proved background in policy level work and advocacy.
- Strong background in Livelihoods in Jordan and ability to understand, explain livelihood assessment tools.
- Experience in working in partnerships – partner management (budget, project planning)
- Good working experience and familiarity with core principles of children rights, child protection as well as Red Cross and NGO Code of Conduct is an advantage.
- Working knowledge of the logical framework approach to project design, monitoring and evaluation/ project cycle management.
- Experience in working with German donors like BMZ

- Excellent analytical/problem-solving skills and attention to detail in the development of written documents.
- Ability to work effectively under pressure
- Organization, planning, and time management skills
- Detailed oriented and able to verify data quality
- High level communications skills
- Ability to build positive relationships in a cross cultural environment
- Computer literate, with knowledge and hands on skills with email and in MS Office Word and Excel.
- Bachelor's degree preferred in Social Science, Management, Finance, WASH, administration or related fields
- Solid understanding of SWM issues in Jordan, in particular the nation-wide strategy on SWM
- Solid understanding of SWM in Azraq refugee camp
- Knowledge of the donor landscape for SWM in Jordan
- Cross-cultural sensitivity, flexible world view, emotional maturity and physical stamina
- Excellent communication skills and ability to build collaborative relationships
- Ability to foster a good team spirit

- Ability to transmit information correctly with accountability and maintain confidentiality
- Excellent organizational skills
- Ability to work under pressure and meet targets and deadlines
- Experience and ability to work in a busy office environment that often demands high levels of concentration
- Experience with Power Point and Project Management software is an asset