

EU-funded Project Manager

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

Town/City: Yerevan

Category: Field Operations

Job Type: Fixed term, Full-time

“Empowered and Active Youth for a more Democratic Armenia

Today and Tomorrow” Project Manager

“World Vision Armenia” Child Protection Foundation

LOCATION

Yerevan, Armenia

DURATION

Fixed-term, Full-time

PURPOSE OF THE POSITION

Project Manager will have overall responsibility for management of all project activities and staff. S/he will be responsible for technical leadership and administrative oversight of the Strategic Actions for Empowered and Active Youth for a more Democratic Armenia Today and Tomorrow (Today and Tomorrow) and will serve as the principal institutional liaison to the Support Office – WV Germany, donor, partners and local government entities.

Project Manager will manage a team of project staff and engagement with implementing partner (sub-

grantees), other stakeholders, local authorities, and ensure quality, timeliness, and efficiency of all products and activities generated under the Today and Tomorrow Project funded by the EU. The Project Manager will report to the WVA CP Foundation Executive Director. The WVA CP Foundation received a grant funded from the EU and will act as a sub-grantee to WV Germany.

Project Manager is expected to have strong leadership qualities and depth and breadth of technical and management expertise.

Project Manager also provides strategic leadership and supervision of partners, consultants, service contractors while ensuring the security, feasibility, and sustainability of the project and contribution to Child wellbeing outcomes.

The project aims at improving national level youth policies by the activation and engagement of youth in decision making processes and public dialogue with state authorities. The project will be implemented in 5 marzes (7 municipalities) of Armenia (Lori - Vanadzor, Shirak – Gyumri, Amasia, Aragatsotn - Talin, Gegharkunik – Tchambarak, Vardenis and Yerevan). The project will work through 7 local partners/sub-grantees, namely: 6 youth NGOs established based on the SKYE clubs in the targeted regions and Jinishyan Memorial Foundation based in Yerevan.

MAJOR RESPONSIBILITIES

- Lead project implementation, ensuring that all strategic objectives are met through proper design, staffing, implementation and quality assurance,
- Manage performance of direct reports based on agreed priorities and targets,
- Duly conduct performance planning and evaluation of direct reports,
- Establish and maintain effective project reporting, evaluation, and communication systems. Submit timely accurate and professional reports that meet donor requirements,
- Manage project budget within approved spending levels and ensure accurate and timely financial

reports to donors and SO staff. Ensure project expenses are reasonable, allocated as per assigned budget, prudent and spent in accordance with donor rules and regulations to ensure low risk audits,

- Liaise with local government officials, local communities, donor representatives and other stakeholders as appropriate. Facilitate learning of best practices on project's technical areas and other donor organizations,
- Establish clear and frequent communication regarding project progress and oversight management with the donor as well as the Support office,

REQUIRED QUALIFICATIONS

- Master's degree in related field or equivalent qualifications in grant management and a technical field in developing countries,
- 5+ years of extensive international development experience in managing projects,
- Proven ability to manage technical assistance teams,
- Knowledge of and familiarity with international assistance program requirements, their policies and regulations,
- Keen understanding of the unique political dynamics of the country and ability to work carefully and collaboratively to maintain productive relationships with the various government entities in Armenia,
- Ability to integrate teams of professionals around common goals,
- Demonstrated accomplishment in working with host-country professionals, ministries and with donor colleagues in country,

- Strong presentation and report writing skills,
- Experience in leading diverse teams,
- Experience managing contracts under grants for complex projects,
- Fluency in English, Armenian,
- Experience in managing inter-agency consortiums is preferred.