

# **“Together Against Trafficking in Persons” Project Manager**

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

Town/City: Yerevan

Category: Field Operations

Job Type: Fixed term, Full-time

## **LOCATION**

Yerevan

## **DURATION**

Fixed-term, full-time

## **PURPOSE OF THE POSITION**

The goal of the “Together Against Trafficking in Persons” project is to promote victim-centered identification, referrals, services, and procedures in Armenia to enhance human trafficking protection, contributing to the implementation of the Strategic Vision of Armenia on combatting trafficking.

“Together Against Trafficking in Persons” Project Manager is based in World Vision Armenia National Office and provides overall leadership management and general technical direction of the entire program, ensuring an integrated vision among different components and actors, and a focus on achieving the results defined in the contract. This individual will be expected to identify issues and risks related to program implementation in a timely manner, and suggest appropriate

program adjustments. This individual shall act as the key liaison between the US Support Office, US State Department's JTIP office, and all other counterparts and implementing partners involved with the program, namely the Ministry of Labor and Social Affairs, Ministry of Justice, Yerevan State University and National Institute of Labor and Social Research. The position requires significant coordination skills, broad general and technical knowledge, experience in developing projects and skills to ensure coherence and consistency in spite of urgent deadlines. The incumbent will manage the project staff, lead the engagement with stakeholders and ensure quality, timeliness, and efficiency of all planned activities. In addition, she will provide strategic leadership and supervision of sub-grantees while ensuring the security, feasibility, and long-term sustainability of the project.

### **MAJOR RESPONSIBILITIES**

- Provide strategic and operational leadership and direction, define and implement activities to achieve the greatest impact toward project goals and objectives;
- Develop, review, and monitor in coordination with key project staff, yearly work and performance plans to ensure long-term and short-term priorities are on track;
- Recruit, hire, and manage national staff and consultants as needed to carry out activities;
- Manage all the stakeholders, institutions/ organizations that are engaged in Anti Trafficking related sphere in Armenia and outside, to learn from experience of countries with successful Anti-Tip practices, in order to provide evidence-based recommendation to feed the policy agenda in Armenia.
- Manage local partners to ensure that their performance meets or exceeds technical and financial contractual requirements;

- Support project staff by creating and maintaining a work environment that promotes teamwork, trust, mutual respect, and empowers staff to take responsibility;
- Support implementation of WV's and US DOS security protocols and provide leadership in handling security-related issues. Address local staffing and personnel issues related to security;
- Maintain active and cooperative relationships with all key stakeholders, including government officials, project partners, other implementing agencies, and related institutions;
- Represent the project and the organization in the public and ensuring the distribution of information about project achievements and lesson learned;
- Maintain a working knowledge of project financials, working with and supporting the financial officer to ensure that appropriate systems and procedures are in place and being followed;
- Manage project budget within approved spending levels and ensure accurate and timely financial reports to donors and Support Office 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 National and 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 and maintain effective project reporting, evaluation, and communication systems. Submit timely accurate and professional reports that meet donor requirements.;

- Report to the US Support Office and when requested to the US DOS when requested through both formal and informal debriefings, annual and semi-annual reports;
- Establish clear and frequent communication regarding Project progress and oversight management with the donor.

## **REQUIRED QUALIFICATIONS**

- Master's degree in related field or equivalent qualifications in grant management and technical field in developing countries;
- Minimum 10 years' experience in similar education intervention activities, and experience managing complex international donor-funded development activities in challenging environments. Experience with projects designed to increase equitable access, build MOE capacity, and rebuilding of social systems preferred;
- Thorough knowledge of a sector, experience in advocacy, policy development;
- 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;

- Good computer skills including: Microsoft Word, Excel, Power Point, Outlook;
- Ability to work with databases and documents;
- Ability to manage multiple tasks simultaneously and work under pressure;
- Good interpersonal skills and team building and team motivation skills;
- Analytical and critical thinking;
- Experience in managing inter-agency consortiums is preferred;
- Demonstrated accomplishment in working with host-country professionals, ministries and with donor colleagues in country;
- Strong presentation and report writing skills.