



Job Description

Job Title: Project Manager

Location: Tunisia

Mission: Leaders International

Hours: Full time (40 hours per week)

Reporting to: Programs Director

Contract: 1 year with possibility of extension

Expected Starting Date: October 1st, 2022

About Leaders International

Leaders International is an international network of local organizations that plans, manages, and monitors innovation and economic development interventions in the region. Through its offices in Brussels, Amman, and Ramallah, Leaders International provides complete project-management services with a focus on private-sector development, enterprise development, job creation, entrepreneurship, D4D, economic policy dialogue, and tourism value chain development.

Job Summary

The project manager (PM) working for Leaders International is a full-time position based in Tunisia. The PM should ensure the successful implementation of Leaders' projects, through successful timely delivery of all activities, and coordination between the donor and other relevant partners. The project manager will ensure quality monitoring of results and indicators. Additionally, the PM will manage the project staff, and oversee the coordination between the different partners and the donor. The PM will report directly to the Programs Director and Country Manager.

Tasks and Responsibilities

- Responsible for the development and delivery of detailed projects' implementation plans, projects' procurement and budget spending plans ensuring all plans are on track, flagging up anomalies and ensuring solutions are in place
- Ensuring project targets and results are all met, and reported in the agreed upon manner from the donor
- Develop and maintain strong relations with partners and stakeholders
- Supervise project financial management and monitor all project spending
- Prepare monthly, quarterly and end-of project reports for the Director and the donor
- Supervise project staff and provide appropriate tools to develop their capacity and skills

Reporting functions

- Ensure all reports sent to donors are reviewed by senior management and presented in quality standards
- Prepare technical and financial report for Leaders management to review, and ensure all partners reports are compiled and submitted on time
- Ensure monitoring of all ongoing programs and activities, and full supervisory role over partners deliverables
- Monitor all project progress against the action-plan and budget, and ensure necessary adjustments are made when needed

Communication functions

- Ensure coordination with all project partners and stakeholders when necessary
- Coordinate with other Leaders International projects in Tunisia and internationally to exploit potential synergies

Qualifications

- Bachelor degree in business administration or any relevant field. Preferably in International Business, Social Sciences Humanitarian field or related topics
- Experience in managing and implementing regional or international activities, preferably in the business field
- Requires a minimum of 5 years relevant experience in the NGO sector, a minimum of 2 years of which must have been in a supervisory role. Additional private sector experience is highly desirable
- Background in managing and implementing livelihood projects in the region with special focus on refugees
- Provide necessary technical and methodological supports for need assessment and take a leading role in project development
- Strong ability to work with diverse groups/individuals – ranging from local partners, local authorities, humanitarian community and the private sector Proven ability in staff, donor contract & budget management

Personal and professional qualities

- In-depth knowledge of the regional business environment
- High level of analytical and problem-solving skills
- Ability to effectively manage a team of junior and senior professionals in a dynamic business environment
- Experience in project management, planning, monitoring and evaluation

Skills and Abilities

- Strong communication, interpersonal, organizational skills
- Good interpersonal skills, able to deal diplomatically and flexibly with a range of different people
- Good written and verbal communication skills in English, French and Arabic

To apply, please submit your resume no later than August 1st, 2022 at 16:00

If your application is successful, you will be contacted to attend an interview.

Our recruitment procedures are based on a policy of equal opportunity that respects social and cultural differences, avoids discrimination of any kind, and encourages the creation of an inclusive work environment.