

## **Project Manager – Food, Income and Markets Somaliland**

<b>Location:</b> Hargeisa, Somaliland	<b>Reference No:</b> SO/PM/1608
<b>Contract Length:</b> 3 years	<b>Start Date:</b>

### **Job purpose:**

Reporting to the Somaliland Programme manager, the Project Manager FIM is responsible for ensuring the effective and quality implementation of Food, Income & Markets activities in Somaliland, in coherence with the WASH interventions as part of a new four year integrated programme being implemented by Concern in the region. The project manager will be responsible for ensuring that the FIM programme is implemented in compliance with the policies and procedures of the organization as well as relevant donors. The FIM programme manager will ensure that the programme is implemented in accordance with agreed objectives and deadlines and will ensure that staff capacity is build in areas necessary for the successful implementation of the programme.

### **MAIN DUTIES AND RESPONSIBILITIES:**

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#### Project Development and Management

- To lead the FIM team to implement and develop the program in line with Concern's global policies, country strategic plan and Concern's PCMS
- To support the management of an integrated Somaliland programme in line with the contextual analysis.
- To maintain the linkages between the integrated program in Somaliland
- To oversee the expansion of FIM activities into urban areas of Somaliland in accordance with Concern's policies and PCMS (covering contextual analysis, PCN development, baseline, programme development M&E etc)
- To ensure that an effective M&E system is set up and meets the needs of the programme in terms of lessons learned, programme development and capturing of impact and change.
- To ensure that cross-cutting issues – equality, HIV/AIDS, DRR etc are included and considered in all stage of the project – including design, implementation monitoring and evaluation
- To ensure the highest possible standards of quality and accountability by adhering to the HAP standards in all programme areas ensuring and with all programme participants
- To provide technical and strategic direction in relation to livelihoods (farmers field schools, self-help groups, entrepreneur programme etc.) and disaster risk reduction particularly watershed management.
- To identify and develop strategies for working with local CBOs.
- To manage on-going relations with project participants and address any potential constraints in a timely manner
- To provide technical reports and position papers in the Livelihood security sector where possible

#### Project Documentation

- To contribute to the development of organisational learning through information sharing with other Concern fields and SAL where applicable
- To document success cases and disseminate learning within the country programme and organisation

#### Staff Management & Development

- To line manage and develop program staff of 8 whilst ensuring that there are clear and defined roles and responsibilities and up to date job descriptions for each staff.
- To establish performance objectives for each of the project staff and conduct formal Performance and Development Reviews (PDR) on a timely basis

### Financial Management

- In consultation with the CD, ACD-P, Program Manager (Somaliland) and Finance Manager, produce timely and accurate project budgets and revisions.
- To manage project budget and ensure expenditure is in line within agreed project plans and budget
- To ensure that project expenditure is undertaken in line with finance policies and procedures
- To assist with the Finance unit in the timely production of financial reports and narratives

### External Relations

- To liaise/coordinate with relevant Somaliland Governments authority or institutions
- To liaise with other organisations with respect to livelihood security sector
- To participate in relevant external meetings and workshops in the LS sector
- To assist the Program Manager in establishing and maintaining effective relationships with other agencies implementing Food/Livelihood Security projects/programmes

### **Person Specification**

#### **Essential:**

- Degree in Development related discipline, -Livelihoods (agriculture and/or, food security , watershed management)
- At least 5 years' experience in NGO development work, at least 2 of which in similar management level position
- Specific expertise at least one of the following areas: community development, food security, dry land agriculture, capacity building, working with partners
- A proven track record in Participatory Programme Cycle Management Systems (PCMS)
- Experience working in an insecure environment
- Excellent report and proposal writing skills
- Good negotiation skills
- Ability to mentor, support and train staff
- Fluency in English
- Flexibility

#### **Desirable:**

- Experience in facilitating workshops
- Previous experience working with Concern
- Strong Development orientation