

JOB ADVERTISEMENT

Project Manager Based in Kyangwali – Hoima Uganda

About HIJRA:

Humanitarian Initiative Just Relief Aid (HIJRA) is an international humanitarian and development organization that positively contributes towards improving the living standards and conditions of those adversely affected by disasters and conflict. HIJRA with funding from the UNHCR plans to implement a Protection Program for refugees in Kyangwali settlement (Hoima district) and is now looking for qualified and competent persons to fill the position of **Project Manager** to be based in **Kyangwali – Hoima District**.

Job Summary:

The job holder is responsible for supervising and managing the overall implementation of HIJRA/UNHCR field activities in the area of operation through the field activities sector heads in Kyangwali Refugee Settlement in the sectors of Protection, Operations & Administration support through Logistics, Human Resources, Finance and Administration.

Reporting Relationships:

The post holder will be responsible to the **Country Program Manager**.

Duties:

Program Implementation:

1. Manage the assigned project(s) to meet the project objectives within budget and allotted time frame.
2. Provide strong leadership of the assigned project(s), working to ensure both short / long-term positive impacts and outcomes for the beneficiaries, local authorities (where applicable) and local staff.
3. Facilitate regular staff meetings to ensure awareness of project objectives, and opportunity for feedback.
4. Provide staff coaching and technical supervision to develop ownership / responsibility for activities.
5. Develop and maintain appropriate, regular, transparent and supportive communication structures with the assigned HIJRA team, Country Program Manager and other relevant stakeholders (e.g. beneficiaries, community leaders, local and national government officials, UN agencies and other NGOs), with the objective of ensuring good cooperation and partnerships.
6. Participate in coordination meetings and other working groups or meetings as required, representing HIJRA and provide feedback to the staff and field on relevant issues.
7. Ensuring periodic field reports are produced, edited and sent to partners as may be agreed upon.

8. Any other duty as assigned by the Country Program Manager.

Administrative/Financial Support:

1. Undertake and support in budgeting and planning as well as procurement activities, financial management, monitoring and technical and financial reporting of the overall mentioned projects (or project component) according to the donors' requirements, in line with the joint HIJRA strategy, in collaboration with partners and local stakeholders and in constant coordination with the Country Program Manager.
2. Ensure proper management of the start-up phase of the project and all subsequent stages, including logistical and procedural aspects;
3. Support in various human resource functions such as resourcing, performance management, capacity building, leave management and welfare.
4. Build and maintain relevant relationships and develop networks with the major governmental institutions, local authorities and other actors that play a key- role within the projects' intervention areas.
5. Ensure the development and maintenance of good relationships with partners, the local staff, the donors, beneficiaries and local authorities;
6. Observe the main internal management procedures, monitoring and evaluation in accordance with quality management system of HIJRA and UNHCR and other donors regulations and standards;
7. Ensure compliance with all HIJRA policies and procedures.

Competencies, Qualifications, Skills and Experience:

- A Degree in Social Works and Social Administration, Public Administration or Economics or equivalent.
- Project management experience (management, planning, staff development and training skills) in development programs
- At least 4 years previous work experience in a similar position and humanitarian work and NGOs
- Proven capabilities in leadership and management required
- Excellent skills in written and spoken English
- Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms
- Ability to work well and under pressure
- Excellent presentation and communication skills and the ability to interact with a number of different partners and contacts, including governmental authorities, UNHCR, people of concern, etc.
- Strong judgmental skills and make ethical and moral decisions
- Capacity building skills
- Managing Performance
- Proposal writing is a must
- Strategic Planning
- Flexibility to travel to other project sites

Application Process:

Qualified Candidates are requested to submit an Application letter and Curriculum Vitae including telephone and emails contacts of three referees including your current/most recent employer.

Applications, addressed to the:

**Country Program Manager
Humanitarian Initiative Just Relief AID (HIJRA)
P.O. Box 37703, Kampala, Uganda**

Should be sent by email to: vacancies.ug@hijra.or.ke. The subject line should read **Project Manager**.

Applications must be submitted not later than close of business on **3rd March, 2018**. Only successful applicants will be contacted.

For more information regarding the organization please visit our website www.hijra.or.ke. HIJRA is an equal opportunity employer.

Please note that interviews will be done on a rolling basis given the urgency of the positions.