

Project Manager IDDR Project Sujawal

Job Description

Position	Project Manager
Reports to	Manager Programs
No of Positions	01 Position (Male/Female)
Duty Station	Taluka Jati District Sujawal (With extensive visits of Kar Malik Thatta and Karachi)
Job Status	Full Time
Duration	One year (Extendable)

Over all Job Description:

The project manager is required to possess and demonstrate strong analytical and strategic-thinking skills and be able to practically demonstrate breadth and depth of his/her expertise by having effectively managed diverse community situations in the areas of natural hazard risk reduction, climate change adaptation and vulnerable-to-sustainable livelihoods with integration of inclusive approach

He/she must have strong project management skills which include planning, organising, prioritising and following through on a variety of tasks, assignments, project interventions and reports. The successful candidate will have the ability to use effective judgment and problem solving skills and proven personal skills of initiative, innovation, self-motivation and application.

The ability to transfer knowledge and to build staff capacity is a key consideration as is the ability to respond creatively, promptly and pro-actively to emerging issues or concerns. The DRR project manager is expected to contribute to further development of inclusive DRR program for PFF

The successful candidate must be able to work in a fast-paced and time-sensitive work environment, and possess a high degree of discretion and tact in dealing with internal and external at all levels.

Technical Competencies

The successful candidate must have:

- A university degree in a relevant discipline and a degree and/or certificate in Environmental Sciences, Environmental Engineering, and Environmental/Resource Economics, Community Development, (Inclusive) Disaster Risk Management or other related fields will be an added value.

- A minimum of eight (8) years' relevant experience working in the area of environment, sustainable development, rural development, natural resource management, community development-**plus disaster risk /reduction/management is a MUST**- including at least five (05) years' experience with Project Management responsibilities.
- Significant experience of community disaster risk reduction projects in coastal areas of Sindh with inclusion approach.
- Demonstrated competence in managing donor-funded projects and the ability to effectively communicate with community groups, government officials (PDMA, DDMA, PMD etc), donors, private sector representatives and non-governmental organisations (networks and forums).
- Proven familiarity with and working experience on different donor compliances, partnership management requirements and competencies, reporting templates (financial and narrative)
- Strong M&E competencies as the project requires participatory monitoring and evaluation by the program team led by the project manager
- A high level of proficiency in the use of Microsoft Office, MS Projects and other Project Management applications.

Function-specific Competencies

The project manager should have:

- Leadership and relationship-management skills with a proven track record of building and managing teams and creating an enabling work environment.
 - Proven competencies for financial management as budget-holder, over-seeing procurements and other relevant logistic related matter, donor compliances in terms of finance, accounting, procurements, and book-keeping
 - Ability to communicate effectively, sending clear and convincing messages to a diverse audience including senior management, in-line staff, communities and other relevant stakeholders.
 - Solid understanding of inclusion and inclusive CBDRM
 - Understanding of inclusive DRR and current opportunities and constraints within the Sindh and Pakistan context.
 - Firsthand experience and expertise in community based structural DRR mitigation measures is priority requirement
 - Deep knowledge and understanding of the key issues related to disaster risk reduction with demonstrated competence in inclusive early warning systems, inclusive CBDRM, Livelihoods, DRR/M advocacy
 - Ability to gather inputs, assess risk, consider the impact and articulate the benefits of decisions both to internal and external stakeholders.
 - Ability to effectively adapt to tight deadlines, heavy workloads, and sudden or frequent changes in priority in order to accomplish objectives.
 - Excellent representational skills.
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Organisational Competencies

The project manager needs to demonstrate a defined set of core skills and behaviours. PFF refer to these as the organisational competencies. Candidates are assessed for these competencies within the recruitment process to benchmark their skills and behaviours. The successful candidate should have a high level of proficiency in these competencies:

Leadership

Strategic Focus, Analytical Thinking, Stress Management, Developing Others, Building Strategic Partnerships, Inspiring Trust, Fostering Creativity, Knowledge Capture and Sharing, Resiliency, Facilitating Change, Negotiating and Dialogue;

Core

A Strong Community Focus, Drive for Continuous Development, Excellent Communication Skills, Teamwork, Integrity and Results Orientation.

DURATION

The contract will be for a one-year period with the possibility of renewal. The successful candidate will be required to work on a full-time basis.

How to Apply:

The only aspirants **that do fit** to the above-mentioned criteria and come up to the required competencies and experience should apply with self-explanatory resume with convincing Cover Letter and at least three recent references (at least one of the immediate previous employer senior management) at controller.pff@gmail.com **latest by Friday May 19th, 2017.**

Please clearly mention the position applied for in the subject line. Females, persons with disabilities and minority candidates are highly encouraged to apply. Incomplete applications or applications received after deadline will not be considered. Any attempt to bypass the recruitment process will lead in disqualification automatically.

Note:

PFF reserve rights to reject any application without giving any reasons.