

## JOB DESCRIPTION

### Deputy Project Manager-HAFORSA2

Position title	Deputy Project Manager -HAFORSA 2 (DPMH)
Location	Dili, Timor-Leste
Reports to	Project Manager - HAFORSA 2 (PMH)
Grade	Grade 6 step 1
Salary	US\$1,013 per month
Position type	1 Year
Start date/timeframe	1 August, 2023

## 1. Background

### 1.1 About CARE

CARE is an international development and humanitarian organisation that has been working in Timor-Leste since 1994. With programmes that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programmes.

### 1.2 About the programme

CARE International in Timor-Leste started to implement the HAFORSA 2 Project from December 2020, funded by the Government of Japan. This three-year project aims to improve agricultural productivity by establishing agricultural water supply facilities and having a sustainable capacity within target communities to maintain the facilities. This project has a strong focus on gender equality, contributing to bringing about equitable workload and decision-making power between female and male farmers. This project targets 12 Aldeias in 4 Sucos of Atsabe. The new DPM

will work for the last year of the three-year project; however, there is the possibility of contract extension or rehiring as DPM for the new project.

## 2. The role

### **PURPOSE OF THE POSITION:**

The DPMH is responsible for supporting the PMH with the overall planning and management of the HAFORSA 2 project. Deputy Project Manager HAFORSA2 will manage the implementation of activities and operations in the target municipality of Ermera as well as providing the overall agricultural technical expertise for the project under the Project Manager HAFORSA2. The position is responsible for managing the Field Officers and providing them with guidance on CARE International in Timor-Leste process and procedures as required. She/he will also play an important role in continuing to foster the relationship with various stakeholders in the target areas. The Deputy Project Manager HAFORSA2 will be responsible for overseeing all field level reporting and finances, and supporting the PMH in preparation of project level planning and reporting.

### **MAIN RESPONSIBILITIES:**

#### **1. Technical Inputs**

- Provide the overall technical expertise for the project in agricultural techniques on special focus on horticultural production and climate resilient agricultural practices.
- Lead on the development and adaptation of agricultural training curriculums in agricultural techniques.
- Proceed to the procurement process for seeds and materials timely and properly.
- Organize horticulture training in coordination with Ministry of Agriculture and Fisheries.
- Organize finance training in coordination with the external agencies.
- Take a lead in organizing the set-up of plastic tunnels and drip irrigation systems for horticultural products.
- Provide the farmer groups with guidance on how to develop and improve horticultural products in irrigated areas in regular monitoring.
- Take a lead in organizing and facilitating community participatory workshops for the site-selection of agricultural water supply facilities and Aldeia Resilient Action Plan (ARAP) workshops.
- Help Senior Project Officer (project gender focal) to organize and facilitate monthly Facility Management Committee (FMC) meetings including gender sessions.

## **2. Project Management**

- Responsible for planning, implementing and reporting on the activities of the HAFORSA 2 project at field level; and
- Ensure timely and open communication with PMH in order to facilitate appropriate decision-making, planning and reporting at project level.

## **3. Human Resources, Financial and Logistics Management**

- Supervise the Field Officers and Driver based in Ermera including developing work plans;
- Help all staff to develop ownership and responsibility for the project as a whole and create a team spirit amongst the project staff;
- Identify critical staff capacity needs and communicate to the PMH as appropriate;
- Support the Project Manager HAFORSA2 to plan project expenditures, procurement plans and monitor against the budget and guidelines of CARE International in Timor-Leste and the donor; and
- Work together with the Operation team to track vehicle movement and liaise with CARE International in Timor-Leste fleet to ensure the vehicle is in good condition.

## **4. Monitoring, Evaluation and Learning (MEL)**

- Monitor the quality and progress on all training, workshops and other activities and monitor all cycles from planting to harvest in line with the project Monitoring Evaluation and Learning plan, reporting and tools in close collaboration with the Program Quality unit
- Regular monitoring of field and group activities and project outputs and outcomes and support to evaluations and other studies.

## **5. Liaison and Representation**

- Lead on fostering relationships and representing CARE with different stakeholders including local level governance structures, Ministry of Agriculture and Fisheries, extension workers, other relevant organizations and groups.

## **OTHER RESPONSIBILITIES:**

- Engage in emergency preparedness; assist in any emergency response as required.
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures.

- Demonstrate understanding of gender equality and women's empowerment and a commitment to CARE International in Timor-Leste approach and values including ethnic diversity and cultural sensitivity.
- Uphold and promote CARE International in Timor-Leste commitment to Child Protection and Prevention of Sexual Exploitation and Abuse.
- Participate Gender Working Group (GWG) and internal meetings of the management level.
- Support Project Manager HAFORSA2 in designing new projects.
- Other duties as assigned.

### 3. Selection criteria

#### **EXPERIENCE AND QUALIFICATIONS:**

##### **1. Education and experience**

- Minimum relevant Bachelor degree in agriculture and/or minimum 5-6 years' relevant work experience preferably in the humanitarian or development projects for agriculture. Preferably with an International Non-Government Organization (INGO).
- Experience in project planning, and monitoring of work plan, managing budget and expenses.

##### **2. Skills and abilities**

- Specialize technical knowledge and expertise in agricultural techniques, production, postproduction and climate resilient agricultural practices.
- Demonstrated high level organizational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment.
- Demonstrated strong leadership, decision-making, problem solving, and planning, analytical and influencing skills.
- Ability to promote collaboration with CARE International in Timor-Leste staff, Government, Local authority, and other partners.
- Ability to write and present regular reports to management and partners as required.
- Representational skills including developing networks and relationships with key stakeholders.
- Proven understanding of working with an International Non-Government Organization (INGO) and a willingness to learn about CARE, gender equality and women's empowerment activities.



## CARE International in Timor-Leste

- Fully conversant in Microsoft Office with knowledge in Microsoft Word and Excel and excellent numeric skills.
- Fluent oral and written Tetum and very good written and verbal skills in English, local languages such as Kemak is an asset.
- Availability to stay in Atsabe, Ermera Municipality and travel to rural communities.