

JOB DESCRIPTION

Project Manager – Disaster READY Project

Position title	Project Manager - Disaster READY Project
Location	Dili, with field visit to CARE's operational areas
Reports to	Coordinator - Disaster READY Project
Grade	7 step 3
Salary	US \$1,276 per month
Position type	1 Year
Start date/timeframe	1 October, 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 project

The Disaster READY project phase two (DR 2.0) is a 4.5 year project implementing in Timor-Leste since July 2022 through a consortium of five International NGOs (CARE, CARITAS Australia, PLAN International, Oxfam, and World Vision) in partnership with 17 local civil society organisations including Raes Hadomi Timor Oan, the national people living disabilities organisation and work closely with Civil Protection Authority of Ministry of Interior.

The project has three main outcome areas namely:

Outcome 1: Communities (especially vulnerable groups) plan and implement effective, inclusive and integrated disaster risk reduction and climate change adaptation activities

Outcome 2: Local civil society actors (NGOs, CBOs, churches, informal groups) have improved institutional and technical capacity to fulfil their role in effective and inclusive disaster preparedness and climate change adaptation.

Outcome 3: National and sub-national governments are supported to lead effective, inclusive, and coordinated disaster preparedness, climate change adaptation and response activities.

Through Disaster READY, CARE advances inclusive, sustainable approaches to disaster preparedness and response from community to national level. The project strengthens the capacity of the Viqueque Municipal Disaster Management Committee (MDMC), as well as supporting 15 Sucos Disaster Management Committees in five administrative posts, so that they are able to plan and implement actions in preparation and response to disasters, and seek support from key government duty bearers and other key stakeholders. The project aims for strengthening coordination at municipal level in Viqueque, building accountability and enhancing participation of women, people living with disabilities, children, and local CSOs in subnational disaster preparedness and response. At the National level it strengthens coordination with municipal and local structures, support the development of effective Early Warning Systems, develop an improved recognition and acknowledgement that flood and drought is a key emergency for Timor-Leste and must be planned for and responded to as such, and advance the process of placing gender, disability and social inclusion at the center of disaster preparedness and response in Timor-Leste. A key strength of the project is the effective partnership and coordination between the AHP partners that enable outcomes greater than could be achieved by agencies operating individually.

2. The role

PURPOSE OF THE POSITION:

The Project Manager is responsible for the overall planning and management of the Disaster READY Project. The position will provide quality oversight to ensure that activities implemented in the target areas are using the appropriate strategies and work plan. The position is responsible for managing the CARE Disaster READY project staffs including implementing partners both in Dili and Viqueque and providing them with guidance on CARE's processes and procedures as required. The position will also play an important role in continuing to foster the relationship with various stakeholders in the target areas. The Project Manager will be responsible for overseeing all field level reporting and finances, and supporting the Deputy Project Manager in preparation of project level planning and reporting. The position is also responsible for developing the concept note/proposal for the future opportunities. This job description may need to be revised based on project needs.

MAIN RESPONSIBILITIES:

Project Management:

- Ensuring the planning, implementing and reporting of activities happens on a timely basis in the target areas
- Ensure timely and open communication with Disaster READY Coordinator in order to facilitate appropriate decision making in regards to the project
- Act as a Australian Humanitarian Partnership consortium focal point for Disaster READY

project on behalf of CARE

- Participate in regular internal and external (Cluster, community based disaster risk management Network, Government and other relevant agencies) meetings and represent both disaster ready project project and CARE
- Coordinate and collaborate with other Australian Humanitarian Partnership agencies, government and non-government agencies working in the sector
- Participate in Coordination meeting with focal points organised by the Australian Humanitarian Partnership Consortium.

Project planning:

- Along with the Deputy Project Manager/Project Officer and local implementing partner, develop work plan for all the activities awarded in the contract considering the given timeframe
- Approved monthly work plans for project activities developed by the Deputy Project Manager/Project Officer and ensure its implementation
- In case of any deviation in planned activities, communicate with the Deputy Project Manager /Project Officer/local implementing partner and make alternate plans.

Project Implementation:

- Liaise with the Deputy Project Manager/local implementing partner to ensure municipality and sub-district authorities are updated about the project progress and future plans
- Liaise with the Deputy Project Manager/local implementing partner to ensure that all relevant data are stored/updated and captured, especially beneficiaries database
- Closely monitor the implementation progress of CARE implementing partner's work plan, and timely report any identified challenges with the proposed way forward
- Build the institutional and technical capacity of implementing partner and monitor their performance,
- Liaise with deputy project manager/Local implementing Partners to ensure collection of record and follow up on success stories, lessons learns and progress towards outcomes as per plan
- Prepare monthly progress report in coordination with the Deputy Project Manager/local implementing partners and timely update the project implementation tracker
- Manage project budget in collaboration with the Senior Finance Officer, and participate in monthly BvA meetings.
- Conduct weekly catch-up meeting with the Deputy Project Manager and Partners.

Human Resources, Financial and Logistics Management:

- Supervise the Deputy Project Manager based in the municipalities, Senior Finance Officer and Admin Officer based in Dili
- Together with the management team, help all staff to develop ownership and responsibility for the program as a whole and create a team spirit amongst staff
- Organise staff development initiatives as appropriate for the project staff
- Develop performance development plans according to mutual agreement
- Identify critical staff capacity needs and communicate to the Human Resources and Disaster READY Coordinator as appropriate to improve his/her capacity

Monitoring, Evaluation and Learning:

- Ensure the quality of implementation of project specific activities in line with the program monitoring evaluation learning plan and close collaboration with the Gender and Program

Quality Unit and Australian Humanitarian Partnership monitoring evaluation learning
Technical Advisor

- Provide regular reports to management in regards to the progress of the program and in case of any deviation from the approved plan with alternate suggestion/plan
- Take the lead role in preparing CARE's semi-annual and annual project report
- Support team in mid-line, end line and Disaster READY project researched data collection process and reporting
- Track progress of planned activities and based on the progress prepare plan for the next
- Support the Disaster READY Coordinator with all required information in Country reporting
- Support the Deputy Project Manager to regularly collect feedback from project participants and stakeholders and maintain related database
- Participate in monitoring evaluation learning Coordination meetings, report writing workshop and reflection workshops organised by the Australian Humanitarian Partnership Consortium and contribute based on lesson learned from the field.

Communication

- Collect files/success stories from field and submit to CARE Australia; two times in a year
- Collect and follow-up on impact stories
- Participate in Communication meeting organised by the Australian Humanitarian Partnership Consortium as applicable
- Collect good photos during field visits

Liaison and Representation

- Liaise with the Australian Humanitarian Partnership agencies and relevant stakeholders to update/share the project progress
- Communicate with other Australian Humanitarian Partnership agencies focal points and share the best practices in both way
- Represent CARE in all forum as required
- Work closely with three consortium positions; Country Coordinator, monitoring evaluation learning Technical Advisor and Senior Communication Officer

Other

- Manage project advances, expenditure and financial acquittal as needed
- Proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as applicable
- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives
- Contribute to raise awareness and mainstream CARE values and approaches in project areas of interventions, namely, gender justice and social inclusion including ethnic diversity and cultural sensitivity
- Uphold and promote CARE's commitment to Disability inclusion and Child Protection.
- Uphold CARE's code of conduct

3. Selection criteria

EXPERIENCE AND QUALIFICATIONS:

- Relevant Bachelor's degree with at least 5 years' experience in managing project in the municipalities
- Good leadership and management skills
- Experience in project planning, and monitoring of work plan, budget and expenses
- Ability to promote collaboration with CARE staff, Government, Local authority, and other partners
- Ability to understand, comply and uphold all relevant CARE International in Timor-Leste policies and standard procedures
- Ability to write and present regular reports to management as required
- The candidate should be organized, effective, creative, a team player, and highly motivated
- Computer literacy within standard Microsoft Office programs, i.e. Word, Excel, Power Point, and Data Bases and excellent communication skills in English and Tetun both written and spoken. Local languages such as Makasae is an asset.