

PROJECT MANAGER-001/2024

- A. Summary:** The Project Manager coordinates and facilitates overall project management and day-to-day administration of the Project Management Unit (PMU). S/he provides overall guidance to personnel, experts and partners supporting project implementation. The Project Manager will promote synergy between the different project components and subcomponents to ensure the delivery of desired results. S/he has responsibility for ensuring the proper and judicious use of project resources (human, financial and material) for the delivery of targeted results. S/he will develop a project team for maximum performance by providing direction and motivation. S/he will lead project processes from requirements through to developments, identifying schedules, scopes, benefits, implementation plans and risk management.
- B. Duration of Assignment:** Up to 2 years; following successful completion of six-month probationary period; subject to annual appraisals with renewable contract if performance is satisfactory.
- C. Duty Station:** Based in Mogadishu, with regular visits in the field as required for monitoring, reporting and coordination.
- D. Reporting Responsibility.** Reports to the Project Steering Committee.
- E. Specific duties and responsibilities:**
1. Provides overall project coordination, management, administration and guidance.
 2. Coordinate preparation of annual work plan and budgets (AWPBs) and related procurement plans for approval by the Project Steering Committee (PSC) and for No Objection by IFAD.
 3. Coordinate inputs and outputs of all technical team members/including implementing partners as well as oversee technical quality of deliverables.
 4. Supervise preparation of periodic (monthly, quarterly, semi-annual and annual) technical and financial progress reports to MoAI, PSC and IFAD in accordance with the grant agreement, PIM and FGS requirements.
 5. Manage integration and coordination of all project components and provide leadership in planning, implementation, monitoring, control and reporting on project activities in line with the grant agreement, Project Implementation Manual, IFAD and FGS requirements.
 6. Provide leadership in the development of Terms of Reference for consultants and specifications for goods required by the project in consultation with PSC, MoAI and IFAD.
 7. Facilitates and follows up on capacity building activities for project staff and relevant stakeholders.
 8. Facilitates proper project resources disbursements, utilization, reporting through timely submission of quarterly financial reports (IFRs) that are a basis of for reporting on expenditure, forecasting and withdrawal applications.
 9. Ensure that project annual audits are undertaken and audit reports submitted in line with IFAD audit requirements.
 10. Authorizes project fund disbursement and transfers to implementing partners.
 11. Manage timely recruitment and procurement of project services, good/materials and other requirements for implementation of project activities while ensuring procurement processes are in full compliance with IFAD and Somalia Government

procurement guidelines.

12. Manage the execution of contracts, MOUs, and agreements related to goods and services contracted by the project and coordinate technical and procurement staff to ensure contractors/suppliers/service providers are meeting their obligations and are paid on time for delivered goods and services.
13. Takes on responsibility for networking and communications to internal and external stakeholders.
14. Facilitates dialogue with relevant Government, international agency, private sector and civil society organizations.
15. Approve procurement and accounting transactions performed by PMU within established authority thresholds by MoAI.
16. Manage and motivate staff, including staff performance appraisals, staff time management, assignment of tasks and recommending to the PSC and MoAI staff recruitment, contract termination and extension in consultation with IFAD.
17. Manage project communication and knowledge, including proper record keeping of all approved plans, reports, correspondences, PSC meetings and decisions, staff records and evaluation and audit reports.
18. Coordinates with IFAD Country Office and MoAI for project supervision, implementation support, mid-term and project completion reviews as appropriate.
19. Determines staff capacity development needs and oversees the implementation of a staff capacity development plan for effective project implementation.
20. Takes corrective and adaptive measures as required to redirect project scope and budgets in consultation with MoAI, PSC and IFAD.
21. Ensure that the project is implemented in compliance with the grant agreement including cascading covenants into contracts and MOUs with implementing partners, contractors, service providers and staff.
22. Performs other related duties as agreed upon jointly by MoAI and IFAD.

F. Qualifications:

1. Education: M.Sc. in Rural Development, Agronomy, Social Science, Soil and Water Management, Agricultural Economics, Natural Resource Management, Business Development or other related fields with sound knowledge of contemporary issues in the rural economy, agriculture and natural resource management in Somalia.
2. Experience: At least 15 years proven experience in managing large, donor-financed projects in Somalia. Experience with coordination, planning, monitoring and evaluation of project.
3. Skills and knowledge: Proven managerial, administrative and coordination skills; proven interpersonal communications skills; Computer literacy would be requisite and good command of spoken and written English; documented writing skills; ability to work independently and in multi- ethnic environments.

G. How to Apply

Interested candidates should submit an up-to-date CV and Cover Letter to hr@sadarinstitute.so by 14th March 2024. Your cover letter should specify the position you are applying for and outline your suitability for the role.

NOTE: Only candidates shortlisted for an interview will be contacted. SADAR is committed to employment equity, welcomes diversity and encourages applications from all qualified applicants.