

Mon Club

<https://monclubint.org/job/project-manager/>

Project Manager

Description

General Purpose

The project manager will manage the entire cycle of the project under the supervision of the Director of operations

Responsibilities

Main Responsibilities

General Programming and Operations

Finalize and manage the Project Scope Documents (PSDs) such as project procurement plan, work breakdown structure, etc., as well as ensure regular updates of these documents to maintain a strong record of the projects.

With the support of the relevant technical team, develop documents, and work as per designs, Bills of Quantities (BoQs), tools, implementation modalities, and guidelines.

Ensure Contractual activities are completed on time, within budget, and with acceptable quality.

Ensure that the project is being implemented as per donor regulations.

Identify training needs based on assessment and work closely with the HR team to develop, plan, and implement training plans for each project team member.

Develop a systematic mechanism for lessons learned about the project to provide information to facilitate advocacy activities to strengthen information sharing across the mission with the aim of employing an innovative approach.

Manage all external relations and stakeholders' engagement for the entire project duration.

Coordinate team members' travel to the field and ensure field teams have relevant and timely access to all necessary information, equipment and

Provide technical and managerial advice to the project team regarding the implementation of the FLA.

Leadership and Representation

Provide strategic vision and leadership to the Project

Represent MCI and the project teams at all relevant donor and stakeholder

Participate in all strategic planning meetings and

Provide regular updates to partners, country program leadership, government and non-government coordination bodies as requested.

Hiring organization

Mon Club International

Employment Type

Full-time

Duration of employment

9 months

Industry

Non-Governmental Organization

Job Location

New Marte, Borno, Nigeria

Base Salary

₦ 1,131,253.00

Date posted

April 22, 2024

Valid through

28.04.2024

☐ Establish and maintain good working relations with Mercy Corps, external agencies and organizations, local partner organizations, local government offices, and all stakeholders in the respective geographic areas.

☐ Facilitate the exchange of information and experiences.

Skills and Competence

☐ Excellent computer literacy with full knowledge of Microsoft Office applications, including database management systems.

☐ Excellent experience in conducting quantitative and qualitative research, studies, and assessment from start to end including dissemination of findings to a wide range of diverse audiences.

☐ Strong knowledge of IT applications and development – especially spreadsheets and database management.

☐ Good report-writing skills.

☐ Ability to take initiative, drive to achieve results, ability to develop effective organizations.

☐ Understanding and experience of gender equity issues and their relevance to humanitarian response work.

Qualifications

Education, Professional Experience, and Professional requirements

☐ Minimum of First Degree in, Social Sciences, project management, and other relevant discipline.

☐ Minimum of 3-5 years experience as a project manager with (I)NGO.

☐ Working knowledge of information collection tools and methodologies with a focus on data analysis and the ability to develop and apply methods and tools for capturing knowledge, preserving, and sharing.

Other Requirement (Language(s) proficiency)

☐ Fluency in written and spoken English. Fluency in Hausa/Kanuri is an advantage.

Contacts

How to apply:

Prospective applicants are to send in their Curriculum Vitae (CV) and Cover letter to hr@monclubint.org. Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

Deadline: 26th April 2024 by 11:59 pm.