



JOB DESCRIPTION

Position: Project Director, Benishangul-Gumuz Food Security and Economic Growth Project

Location: Addis Ababa, Ethiopia

Reporting to: Director of Programs, based in Toronto, Canada

The Project Director would be responsible for the coordination, implementation and management of a proposed consortium-based¹ Food Security and Economic Growth project in the Region of Benishangul-Gumuz, Ethiopia, including representative functions.

This position is a contract position, renewable annually, upon mutual satisfaction of signing parties, estimated start time not earlier than September 2009. Compensation and benefits will be based on Save the Children Canada terms subject to CIDA policies for CIDA-funded project personnel.

This position is provisional, contingent on approval of donor funding from the Canadian International Development Agency (CIDA) for the initiative.

Accountabilities:

Representation and Coordination:

1. To represent the consortium and the project with Government of Ethiopia and Government of Benishangul-Gumuz officials in all matters of program liaison, registration and any other legal requirements
2. To represent the project with CIDA or CIDA's designates in Canada and Ethiopia and coordinate CIDA's inputs and feedback into the project
3. To ensure smooth collaboration and communication in Ethiopia between the members of the consortium and their representatives
4. To coordinate, as needed, with a range of stakeholders whose support could facilitate and strengthen project implementation and results: for example, regional agencies, civil society, universities, research firms and the private sector
5. To promote media coverage and other means by which to strengthen the profile of the project in the Benishangul-Gumuz Region and Ethiopia
6. To communicate program successes and learnings to a diverse audience

¹ The consortium comprises six Canadian non-government organizations and one international non-government organization.

7. To ensure good relationships with potential, new funding agencies whose support could complement and enhance the project

Program Management

1. To ensure overall and effective implementation of the project
2. To handle all activities and outputs under outcomes that are related to project management and administration, including reporting, financial transactions, human resources, liaison and coordination, production and execution of project plans and reports, as well as overall project performance management systems (monitoring and evaluation)
3. To ensure good program-level monitoring and procedures by which program level monitoring can be carried out
4. To coordinate with all consortium members with the objective of promoting effective implementation of activities, sharing and synergy with other consortia members, clear collaboration with government offices in working areas and timely completion of results and other deliverables
5. To ensure compliance of all consortium members and partners to the agreed upon project plan, including targeted communities, priorities and activities, selected models and methodologies, timelines and agreements.
6. To ensure that all consortium members have annual work plans and a clear reporting schedule, in line with an approved Project Implementation Plan
7. To ensure and submit complete and high quality reports in a timely manner
8. To organize Steering Committee meetings and serve as Committee Secretary
9. To organize Management Team meetings and serve as meeting Chairperson
10. To supervise key project positions:
 - Program Manager (Assosa)
 - Finance Manager (Addis Ababa)
 - Office Administrator (Addis Ababa)
11. To identify and follow up on opportunities for research and learning

Financial and Contracts Oversight

1. To serve as principal budget holder for the project, managing and reporting on the project as per budget, with a clear understanding and analysis of variance
2. To ensure good financial management and stewardship of agency resources and the presence and use of effective controls at all levels where expenditure is made

3. To ensure clarity of donor requirements and contractual and sub-contractual obligations, for all consortium members
4. To ensure on time procurement of assets, as per an approved procurement plan and in accordance with government requirements and procedures

Office Administration

1. To ensure the use of appropriate human resource (HR) practices when it comes to staff recruitment and staff contract management and ensure that human resource practices are as per all legal and labour codes
2. To ensure standardized HR conditions and practices for the project's staff, including job descriptions, salary scale, workplans, reporting and accountability lines.
3. To assess and report on risks that the project may experience, and ensure proper risk mediation and management system is in place, including security protocols
4. To ensure effective communication takes place within and among the consortium members and with the Toronto office of Save the Children Canada as the lead agency, so as to enable institutional learning across the consortium members and ensure that accurate and appropriately targeted information is provided that will facilitate project implementation
5. To ensure the implementation and monitoring of Save the Children Canada's child protection policies in all aspects of the consortium's work on the project and within program areas of implementation.
6. To promote gender equity in the Region in all of program, organizational and personal behaviour and employment practices

Competencies:

- More than 10 years of field experience in food security and livelihoods programs, preferably with a market-led approach
- Excellent networking and donor relations skills
- Extensive knowledge of CIDA bilateral aid policies, regulations and requirements
- Experience in managing large and complex multi-million dollar program
- Experience in managing multi-stakeholders programs / projects
- Experience with procurement of goods and services, and contracting
- Proven leadership competence, with sound business skills, and able to demonstrate and deliver on time reporting
- Strong people-centred management expertise; skills and proven track record in leading complex, multi-cultural and multi-disciplinary teams effectively and evidence of active and appropriate team working skills organization wide. The ability to follow will be an equally important quality;

- Demonstrable ability to think and operate innovatively and strategically;
- Skills and ability to develop achievable plans
- Strong understanding of federal and regional government systems in Ethiopia
- Strong understanding of non-governmental organization environment in Ethiopia
- Strong understanding and capacity related to gender equality and gender sensitive programming
- Strong understanding of Results Based Management and performance monitoring and reporting
- A sound understanding of organizational development and the ability to manage change effectively;
- Strong conceptual and analytical skills;
- Skills and confidence to take, contribute to and implement decisions to achieve results;
- Financial management expertise and diligence in accounting for and maximising resource use;
- Effective verbal and written communication skills;
- High-level interpersonal and diplomatic skills along with awareness of political sensitivities in different settings. Ability to demonstrate appropriate representation and ambassadorial capability in diverse contexts;
- Awareness of own strengths and areas of weakness and evidence of self-managed learning;
- Ability to undertake unaccompanied travel and operate away from the working base in order to achieve job objectives

Other requirements:

- Experience in international development and child rights
- University diploma, post graduate in relevant discipline preferred
- Proven proposal and reports writing skills
- Knowledge and ability to work effectively with other cultures
- Superior English language skills (oral, written, and comprehension); relevant Ethiopian languages an asset
- Familiarity and comfort with use of computers and computer software programs (word-processing, spreadsheets, presentation), e-mail and Internet
- Subject to police check/ clearance on issues covered by child protection legislation and criminal record