Scope of Work

Position Title: Projects Manager
Reference Number: R220904
Position Location: Remote Work (preferably MENA or Europe based)
Timeframe: Upon availability of fund
Supervisor: Country Director

Overview: This scope of work (SoW) outlines the Projects Manager (PM) position with the Center for Operational Analysis and Research (COAR). The Projects Manager will be expected to lead on and supervise the overall implementation of all projects’ components and activities within planned budgets and work plans. The PM is also expected to ensure proper allocation of resources, lead on recruitments of required staff, manage relationship and communication with clients (including narrative reporting & updates), coordinate with the finance department on budget management, and ensure compliance with internal COAR policies; perform any other technical or administrative functions as required.

About COAR: COAR is an independent social enterprise that directly supports practitioners, policymakers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments.

Objectives:

- To ensure successful set-up, implementation, and close-out of projects in a professional and cost-efficient manner
- To maintain and develop the relationship between COAR and its clients in a way that ensures the client’s satisfaction and guarantees business continuity.

Activities:

Project Cycle Management:

- Plan the delivery of the overall Project and its activities in accordance with the proposal/client requirement and logframes
- Develop and regularly update a detailed work plan, in line with client agreement
- Plan all required resources for the project implementation (including needed staff, both fixed and consultants)
- In consultation with the Country Director, collaborate with HR officers to recruit, interview and select well-qualified Project staff in-line with the human resources policies, procedures and practices of the organization
- Monitor, evaluate and suggest changes and improvements based on observations and discussions with stakeholders
- Develop a budget tracker and a spending plan to support the projects, ensuring expenditures are on track and cost efficient
- Liaise with technical experts to ensure quality control and assurance for all deliverables before sending them over to the client
Engage in weekly internal meetings with other PMs and colleagues to coordinate resources, share experiences, and advance internal affairs
Responsible for filing all documentation in line with the organization’s filing system
Responsible for tracking the receipt of monthly timesheet and invoices from all project staff
Support finance on the preparation of invoices to client in compliance with contract clauses
Ensure at all times that work is compliant with the client’s procedures and signed contract (including finances, procurement, recruitment etc.)

Client Management
Act as the focal point for client engagement, ensuring communication is fast, clear and precise
Ensuring that deliverables are timely and up to par, and immediately alert clients of any foreseen delays
Proactively communicate with clients’ staff regarding any clarity required for work deliverables
Ensure the client is constantly up to date on work streams and on any modifications
Lead on client meetings with the support of technical project staff

Organizational
In coordination with the Country Director, engage with external stakeholders and peers to increase the visibility of COAR profile in the MENA region or the Former Soviet Union
Support the Country Director in business development by contributing to proposals/bids and engaging with potential clients
Engage in broader organizational meetings

Deliverables
The project manager will:
Manage full project cycles, ensuring projects are successfully implemented
Manage the financial and administrative aspects of all projects
Collaborate with COAR team members to ensure high-quality deliverables.

Qualifications and Experience
The ideal candidate for COAR project manager will have:

A BA or MA degree in business management, political science, international affairs, public administration, public policy, international development, or a related field.
A minimum of three years’ work experience in the design, management and implementation of client-funded projects, preferably within the field of research and analysis.
Strong understanding of donor government requirements, regulations, and rules, particularly as related to compliance and due diligence.
Work experience with implementing a UN Agency, development company, or local/international NGO highly desirable; Demonstrated understanding of donor-funded humanitarian, early recovery, peacebuilding, stabilization, and/or development architecture.
Demonstrated experience in finance, procurement, logistics, and administration.
- Strong interpersonal, organizational, and managerial skills.
- Demonstrated knowledge of the regional context, namely either MENA or the former Soviet Union
- Native knowledge of the regional language, namely Arabic or Russian and Ukrainian, as well as professional English
- Excellent command of Microsoft Office applications and Google Applications
- Demonstrated ability and/or willingness to work under tight deadlines, and liaise with donor representatives and partner organization colleagues under pressure and during off-work hours.
- Demonstrated ability to work collaboratively and independently within a remote-based team;
- Strong presentation, reporting, and communication skills;
- Strong organizational and interpersonal skills;
- High Level of professionalism
- Commitment to discretion and confidentiality;
- Strict adherence to COAR’s code of conduct and safeguarding policies at all times.

Applicants should submit their CV and Cover Letter to hr@coar-global.org quoting the name of the position and Reference Number in the subject line of the email.

Due to a high volume of received applications, only successful candidates will be contacted.

All applications will be treated in strict confidentiality.