Scope of Work

Position Title: Project Manager - oPt
Reference Number: 230702
Position Location: Jerusalem or remote
Timeframe: 1 September 2023 – 31 March 2025
Assigned Unit/Team: MENA
Supervisor: Acting Country Director

Overview: This scope of work (SoW) outlines the Projects Manager (PM) position with the Center for Operational Analysis and Research (COAR). The PM will be expected to lead on and supervise the overall implementation of all project components and activities within planned budgets and workplans. The PM is also expected to ensure proper allocation of resources, lead on recruitment of required staff, manage relationships and communication with clients (including narrative reporting & updates), coordinate with the finance department on budget management, and ensure compliance with internal COAR policies; and 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;
- Develop and regularly update a detailed work plan, in line with client and supervisor specifications and timelines;
- Plan and monitor all required resources for the project implementation (including needed staff, both fixed and consultants);
- In consultation with the Country Director and relevant technical focal points, recruit, interview and select well-qualified candidates based on project requirements and organizational human resources policies, procedures and practices;
- Monitor, evaluate, propose, and implement changes and improvements based on observations and discussions with internal and external stakeholders;
- Develop and maintain a budget tracker and a financial implementation plan to ensure the smooth and cost effective implementation of the project;
● Regularly engage with finance, revising Budgeted vs Actual spending (BvA), developing operational budgets, and closely monitoring costs;
● Liaise with technical experts to ensure quality control and assurance for all deliverables before submission;
● Engage in weekly internal meetings with other PMs and colleagues to coordinate resources, share experiences and identify best practices, and contribute to organizational growth and improvement;
● 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 and Contracts with 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 contractual arrangements and conditions (including finances, procurement, recruitment etc.);

Client Management
● Act as the focal point for client engagement, ensuring communication is prompt, 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 and other relevant technical staff, engage with external stakeholders and peers to increase the visibility of COAR profile in the MENA region, according to strategic and conflict-sensitivity needs;
● Support the Country Director in business development by contributing to proposals/bids and engaging with potential clients;
● Engage in broader organizational meetings;

Contextual
● Maintain a working knowledge of research methodologies and best practices as these pertain to COAR projects, identification and recruitment of consultants, and work planning/work-flow;
● Develop and maintain a working knowledge of local political, economic, social, humanitarian, military and conflict, infrastructure, and geopolitical dynamics in assigned country;
● Develop and maintain a working knowledge of client needs, response architecture, and UN AFPs/INGOs/CSO/etc. programs, interventions, and activities;

Technical
● Support technical personnel in the development of outputs as per client requests; and
● Arrange meetings, as needed, to convey client feedback and expectations to technical personnel.

Deliverables
The project manager will:
● Manage full project cycles, ensuring projects are successfully implemented;
● Manage the financial and administrative aspects of all projects; and
● 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 four 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, or local/international NGO highly desirable; Demonstrated understanding of donor-funded humanitarian, early recovery, stabilization, and/or development architecture.
● Demonstrated experience in finance, procurement, logistics, and administration.
● Strong interpersonal, organizational, and managerial skills.
● Demonstrated knowledge of the regional MENA context, including Syria.
● 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.