



#### CODE

**21\_2020 PM UNICEF LIB**

#### POSITION

**Project Manager (Education Focal Point)**

#### LOCATION

**Tunis / Tripoli**

#### CLOSING DATE

**16/08/2020**

#### DURATION

**6 months, renewable**

#### SALARY RANGE

**FROM € 2.400 TO € 3.000 GROSS SALARY RANGE + HOUSE ALLOWANCE + INSURANCE + 1 ROUND/TRIP FLIGHT**

#### WORK CONTEXT

Cesvi is operating in Libya since 2011 as the first Italian NGO to take action, in the aftermath of the Arab Spring, through humanitarian projects in Cyrenaica and Tripolitania.

Nowadays Cesvi is one of leading NGOs in Libya, very active in the coordination of various sector working groups – in particular protection ones – with a diverse donors' portfolio and serving all vulnerable target population.

In detail, Cesvi has been implementing programs supporting mixed migrants, IDPs and vulnerable host communities through service provision. This include center-based and outreach protection activities (including child protection and GBV), warehouse management, non-food distributions, awareness-raising activities, psychosocial support, referrals to external services, cash assistance, non-formal education

Current projects:

- UNHCR: Protection and lifesaving assistance to refugees and asylum seekers (Tripoli)
- UNICEF: Psychosocial support and remedial education for children of IDPs and refugees (Tripoli – Misrata and Zwara)
- EU Trust Fund: Strengthening protection and resilience of displaced populations (Misrata)

#### JOB DESCRIPTION

The collaboration will start in **September 2020**.

The **main duty station will be the Country Office in Tunis**, with **regular short missions to Tripoli, Misrata and Zwara (Libya)** when security conditions allows it.



The **Project Manager – Education** is responsible for the overall management of **UNICEF project in Tripoli, Misrata and Zwara** in close coordination with the Child Protection Specialist dedicated to this project as well as other transversal roles supporting this project: Area Administrator, Operations Manager, Area Programme Managers, Meal and Technical Unit staff.

The Project Manager – Education works under the supervision of the Area Programme Manager Tripoli.

With the Support of the Area Programme Manager Tripoli, s/he will be responsible for the management of the project:

- **Ensure that project activities are implemented on time and according to the approved project documentation**
  - Definition and implementation of project activities
  - Monitoring of project activities and identification of necessary amendments, in accordance with the HoM.
  - Coordination with project partners for the activities to be implemented; drafting of MoUs to be submitted to HQ for revision (Legal dept) and authorization of signature (desk officer)
  - Coordination with other PMs, for project implemented in the same area to avoid duplication and overlapping and promote synergy of intervention
  - Ensuring the correct filing of project documentation
  - Financial management, procurement procedures and purchases related to the assigned projects, in collaboration with the local administrator and under the supervision of the HQ accountants for the correct allocation of costs.
  - Management of project donors' relations, in coordination with the HoM
  - Drafting of reports and submission of documentation to the donor (through the HQ) ensuring the achievement of the expected results foreseen in the project document for the related period
  - Ensure proper filling of project documents
  - Management of the relation with project's stakeholders, involving the HoM when strategic for Cesvi work in the country
  - Contribute to the definition of the internal procedures manual
  - Efficient management of the office, goods and means
  - Coordination with HQ and HoM for visibility activities related to the assigned projects
  
- **Human Resources management**
  - Coordination of Cesvi and partner's staff assigning specific tasks and objectives to ensure the achievement of the goal of the project, according to MoU provisions.
  - Local staff selection and training according to the project's activities and in compliance with applicable procedures and safe recruitment procedure
  - Direct coordination of project's staff in agreement with the HoM recommendations, ensuring alignment with administrative and security matters
  
- **Implementation of Safeguarding policies –Adult at risk/Child Safeguarding/PSEA**



- Ensuring compliance with Cesvi Safeguarding Policies and full implementation of Safeguarding measures within his/her area of responsibility throughout the projects activities;
  - Local mapping on legal, social welfare and safeguarding/child protection arrangements and local pathways for referral;
  - Preliminary assessment of potential safeguarding risks and periodical review;
  - Development of project complaints and feedback mechanisms (PCFM) in accordance with Cesvi PCFM Guidelines
  - Development of adequate tool for communicating with children/adults at risk and communities on safeguarding risks and safeguarding concerns reporting mechanisms
  - Organization of adequate capacity building, training, mentoring and advice to project staff, partners, volunteers and other associates
  - Local staff behavior appraisal with relation to ethical and relevant standards
- **Development of Cesvi presence in the country**
- Participation in sectorial clusters, sharing periodical update with HoM
  - Support in analysis and needs assessments for new projects
  - Contribute to Cesvi's strategy on the field
  - In coordination with the HoM and the HQ, contribution to donors' relations and promotion, through meeting and presentations of new donors' acquisition, both through taking active part to forums and workshop and through direct organization of ad hoc meetings

With the support of the Technical Unit Coordinator s/he will be responsible for:

- NFE programs planning, tools development, adaptation and implementation
- Provide technical and management leadership on EiE program quality and strategy development
- Support the M&E department in Education program monitoring and analysis
- Technical support and planning during education needs assessment as needed
- Contribute to the development of country Education strategic direction and plans
- Support in rolling out and adopt tools, methodologies and standard procedures developed by the Education and CP sectors

## **ESSENTIAL REQUIREMENTS**

- University degree in International Relations, cooperation and development, education related studies
- Master International Relations, cooperation and development, education related studies
- Minimum 5 years' project management experience in NGO environment, including experience directing and implementing programs in both protracted crisis and/or development contexts
- Prior experience in needs assessments and project proposal writing
- Prior experience in Libya (ideal) and/or other complex areas in the Maghreb or Middle East
- Familiarity with the education and protection sectors
- Solid knowledge of NGO procedures, approaches and operations



- Knowledge of project cycle management
- Ability to produce timely project proposals and high quality narrative reports
- Knowledge of the main humanitarian / development donors, with particular reference to Unicef
- Knowledge of effective financial and budgetary planning and control, especially under Unicef rules and regulation
- Proven experience in personnel management and in capacity building of National/International staff
- High level of IT skills (Office package)
- Fluency in English (written and spoken)
- Solid capacity in managing a variety of internal and external relationships, especially with partners, and acting effectively as an integration team member
- Excellent problem-solving and analytical skills
- Strong communication and diplomatic skills
- Strategic thinking and innovation
- Self-motivated, able to take initiative, resilient and able to work independently.
- Demonstrated attention to detail, ability to follow procedures, meet deadlines and work cooperatively
- Capacity in networking and build effective partnerships with local stakeholders

#### **DESIRABLE REQUIREMENTS**

- Experience in developing NFE curricula
- Experience in teaching
- Experience working in primary education – knowledge of early childhood development and working with out-of-school adolescents desirable
- Experience in integrating Child Protection and Education programs
- Knowledge of the EiE (education in emergency) sector standards and education methodologies
- Experience in teacher and education personnel professional development through training, coaching and mentoring
- Minimum standards for child protection in humanitarian action, Sphere standards etc
- Familiarity with PSS (psychosocial) guidelines and approaches
- Experience, preferably in EIE programs, with refugee, migrants and IDPs children and youth
- Knowledge of Arabic and French

#### **SAFEGUARDING**

Cesvi has a zero tolerance approach to any harm to, or exploitation of, a child or a vulnerable adult by any of our staff, related persons or partners.

Cesvi commitment to being a safe organization begins with the staff recruitment process which includes meticulous checks, such as criminal records checks or check disclosure of previous convictions, to ensure children and vulnerable people are safeguarded and abuse is prevented. Safeguarding checks are part of the selection process performance.

#### **TO APPLY:**

<https://www.cesvi.org/jobs/project-manager-education-focal-point-tunisia-libya/>