



Provincial Program Manager – Zambezia, Mozambique

POSITION: Provincial Program Manager

COUNTRY: Mozambique

DUTY STATION: Mocuba, Zambezia – with periodic missions to Maputo

NAME OF THE PROJECT: Several projects

STARTING DATE: June/July 2024

DURATION: 12 months, renewable (with a 3-month probation period)

DEADLINE FOR SUBMISSION: 28/06/2024

MAIN RESPONSIBILITIES

The candidate is expected to:

- Coordinate COSV's relations with the Provincial stakeholders (local authorities, partners, CBOs, private sector), their participation in the projects approved and their involvement in new project proposals.
- Coordinate COSV provincial team across projects (14 people), supporting directly the provincial Administration and Finance team to ensure the compliance with COSV and Donors' procedures.
- Coordinate ongoing projects (3) in the Province and interact with donors' team, accordingly to the external communication strategy designed with COSV Program Coordinator for Mozambique;
- Supervise projects Operations: approve projects weekly and monthly work planning; receive and approve weekly and monthly project reports - prepared by the Project Officers.
- Supervise projects financial management: elaborate projects financial planning with the team and approve monthly fund requests from the Project Officers; elaborate projects procurement plan, supervise the procedure, prepare contracts and approve payments; ensure that the accounting and administrative management is in place and compliant with COSV procedures.
- Conduct regular monitoring and support visits to the projects area
- Supervise the correct progress on indicators, with a focus on gender and inclusion issues
- Collaborate in the identification of new opportunities and designing project proposals.
- Ensure that all Provincial team is trained on COSV strategy and policies.

COSV - COORDINAMENTO DELLE ORGANIZZAZIONI PER IL SERVIZIO VOLONTARIO

QUALIFICATIONS

ESSENTIAL:

- Bachelor's degree in Development Cooperation, Social Sciences, Economics, Management and Administration, Environmental Sciences, Agricultural Sciences or related degree;
- At least 3-5 years of project management experience or similar positions in NGO/ AICS, UN Agencies, and/or EU-funded projects and sound knowledge of procedures and funding programs;
- Good knowledge of the Project Cycle Management and the main development cooperation/project management tools;
- Proactive approach and capacity to work in a team, building fruitful relations with colleagues and partners;
- Strong leadership, communication, dialogue, coordination, and teamwork skills.
- Languages: Fluency in Italian and Portuguese

DESIRABLE:

- Knowledge and familiarity with other institutional and non-institutional donors (e.g. private bodies, foundations).
- Substantial working experience in Mozambique, with a particular and solid understanding of its history, cultural, economic, institutional and political features;
- Proven knowledge of one or more of the following topics: Rural Development, Environment, Agriculture, Marine and Coastal Management, Social Economy, ICTs, Entrepreneurship.
- Knowledge of English could be an asset.

Note:

To apply, please send your updated CV with at least 3 references (name/surname, position, contacts, e-mail address) and a motivation letter to the following email address: **hr@cosv.org**

Please specify in the subject: **Provincial Program Manager - Zambezia LNM**

Application deadline: **28/06/2024**

Please note that only shortlisted candidates will be contacted. The position is subject to fund availability and the procedure could be cancelled without any further notice to the applicants.