

# Project Manager – Quelimane, Zambezia, Mozambique

**POSITION:** Project Manager

**COUNTRY:** Mozambique

**DUTY STATION:** Quelimane, Zambezia – with missions to Central Region (Sofala, Tete and Manica) and Maputo

**NAME OF THE PROJECT:** Zambezi TECH HUB

**STARTING DATE:** 01/09/2024

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

**DEADLINE FOR SUBMISSION:** 15/08/2024

## THE PROJECT

Zambezi Tech Hub is a project funded by the European Union and implemented by the AICS delegation in Maputo through the VAMOZ! Digital program. In the central region, AICS collaborates with COSV and INEP, IP to establish a Tech Hub in the city of Quelimane, with the following objectives: spreading IT culture in the central region; providing training for young people; incubating and accelerating technology-based businesses.

## MAIN RESPONSIBILITIES

The candidate is expected to:

- Coordinate and monitor activities and project staff during the project implementation;
- Elaborate documents related to the implementation of the project: from the periodic work plans, internal and external reports, to the formulation of any variants to be approved by the donor;
- Coordinate co-applicants proper implementation, reporting, financial management as per MOUs signed;
- Take part to the project committees, keep an active information flow within COSV, with the Consortium and toward the Donor;
- Manage the relations with relevant stakeholder, as per COSV strategic approach;
- Implement the project's communication plan and the elaboration of visibility and communication materials;
- Monitoring of the correct allocation of expenditure items according to the activities, supervision of the budget, control of financial and expenditure plans;
- Verification of procurement procedures;
- Working on the animation of the Tech Hub's business environment: encouraging the creative process, creating networks, synergies, and co-financing opportunities for incubated and accelerated companies. Actively contribute to the COSV digital and Social Business strategy by a. connecting the Tech Hub with other ongoing projects in the area; b. identifying new funding opportunities in the sector, preparing the proposal by engaging the necessary stakeholders and partners, and collaborating in the writing of the project proposal.
- Work on the project's knowledge system through the active supervision of the project's MEAL (Monitoring, Evaluation, Accountability, and Learning), developing the database, and maintaining the project's knowledge website (SharePoint) with graphic design and external communication of the collected data.

## **QUALIFICATIONS**

### **ESSENTIAL:**

- Degree in relevant fields such as business management, engineering management, economics, finance, marketing, communication, political science, sociology, IT, international cooperation, or equivalent;
- At least 2 years of consolidated experience in managing cooperation and development projects and programmes abroad.
- Good knowledge of the Project Cycle Management and the main development cooperation/project management tools;
- Knowledge of the procedures and rules and funding mechanisms of major donors (mainly PRAG/EU and AICS);
- Excellent external relations skills, with NGOs, Government Bodies, Public Institutions, Agencies, for-profit companies, private donors and proven capabilities of networking; Good knowledge of Microsoft apps - in addition to the standard Excel, Word, powerpoint and Outlook, for which a perfect proficiency is assumed, a strong knowledge of the SharePoint system and Power BI is highly desired;
- Proactive approach and capacity to work in a team, building fruitful relations with colleagues, partners and beneficiaries;
- Strong leadership, communication, dialogue, coordination, and teamwork skills.
- Languages: Fluency in, Portuguese and English
- Sharing of the mission and full adherence to COSV values.

### **DESIRABLE:**

- Experience in managing a large Consortium;
- Fluency in Italian;
- Proven knowledge of the following topics: ICT for Development, Entrepreneurship, Tech HUBs;
- Previous working experience in Mozambique;
- Previous experiences in marketing for companies and/or fund raising for NGO;
- Previous experience in programming and web development;
- Previous personal experiences in entrepreneurship;
- Previous experiences in incubation and acceleration programs;
- Knowledge of the principles of Social Economy.

### **Note:**

To apply, please send your updated CV with at least 2 references (name/surname, position, contacts, e-mail address) and a motivation letter to the following email address: [hr@cosv.org](mailto:hr@cosv.org) and [mozambique@cosv.org](mailto:mozambique@cosv.org)

Please specify in the subject: **TechHUB\_PM**

Application deadline: **15/08/2024**

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 applicant