



Scope of Work Project Manager – LEEN Consultancy

Position Title	Project Manager
Duty Station	Khartoum, Sudan with frequency travel to field
Reports to	General Manager
Supervises	Field Coordinator and project officer
Coordinates work with	Communication-ICT Officer, technical advisors, Finance
Publish date	7 September 2022
Closing date	21 September 2022

Project Manager - Job Responsibilities:

The project manager is LEEN' Official program Representative. She /He will maintain relations with authorities, communities and other organizations and donors, contribute to the design, implementation and coordination of LEEN' activities with the states coordinators and assist in fundraising. She / He will be responsible for regular analysis and reporting.

Project Manager - Job Duties:

Maintain and extend LEEN' relations and network of contacts

Conduct regular consultations with state officials, traditional leaders, community groups in DarfurKordofan states and relevant NGOs and UN Agencies for the purposes of information sharing and coordination of activities

Conduct regularly update an analysis of the development, peace and conflict situation in the states, especially with regards to security and economic relations and accordingly produce assessments identifying priorities for interventions

Draft proposals according to development interventions responding to the highest priority development issues identified in coordination with Coordinators at state level.

Implement Development initiatives in coordination with colleagues and partner organizations, subject to the approval of the General Manager.

Prepare and submit regular briefings from the field in coordination with field Coordinators.

Maintain quality standards in programming and financial management in line with the contract with the funder, including the log-frame, budget and timeline, as well as with LEENs' principles, and values.

Prepare and edit Programme reports for donors, and identify success stories for publication in coordination with Communication officer.



Ensure all activities are properly monitored and evaluated and contribute to the evolution of LEEN's evaluation systems;

Lead on recruitment and line management of LEEN' program team, providing training and coaching, and recruiting consultants and facilitators.

Ensure LEEN' staff and consultants working on LEEN Projects, comply with the policy, guidelines and international and local best practices on safeguarding, security, monitoring and evaluation, and financial accountability.

Engage proactively with other national and international actors working in the same space, coordinating programming, generating synergies, developing partnerships, and generating practical and financial support for projects.

Ensure LEEN' compliance with and understanding of national government laws and regulations in all areas of operations;

Ensure all projects compliance with LEEN' policies, procedures and systems for the administration, finance, Projects management, safeguarding and security of the projects.

Support in the review, updating and implementation of LEEN' policies, procedures and systems, to ensure they are fit for purpose and in line with current standards of best practice.

Evaluate the impact of LEEN' work in the field

Perform other duties as assigned by the Support General Manager.

Required Qualification and Experience

BA/ BSc. in the social sciences (MA/MSc is an advantage), economic or other relevant field

Relevant academic background and training in economic development, analysis methods, social sciences, communication or relevant, as appropriate.

Strong technical knowledge in education, youth employment, entrepreneurship, adolescent, and young people empowerment programmes within the context of Sudan.

Strong experience in conducting training for adolescents and youth in life skills and entrepreneurship development

Expertise in targeting hardest to reach and marginalized young people populations

Expertise in designing funding and financing strategies (including blended financing)

Experience in proposal and report writing.



Previous experience working with INGO, UNICEF and other UN agencies an asset

Cultural and gender sensitivity; knowledge of Arabic language an asset

Experience within Sudan considered an asset

Application;

All application include CV and cover letter should send to below email address before 23:30 on 21 September 2022

Email; jobs@leenconsultancy.com