

Humanity & Inclusion - Handicap International Senior Project Manager – IDMEJ

Type of contract: Tunisian National Contract Location: Tunis with regular visits in all governorates Duration: 1 year renewable

Starting date: As soon as possible (recruitment process: between 1 and 2 months)

Position Category:

Humanity & Inclusion – Handicap International (HI), is an independent and impartial international solidarity organization, which intervenes in situations of poverty and exclusion, conflicts, and disasters, working in particular alongside people with disabilities to improve their living conditions and promote respect for their dignity and their fundamental rights.

HI has been present in the Maghreb region since 1993. Through a regional dynamic, HI aims to respond to the development challenges of its target population in each country of intervention, but also to strengthen the exchange of experiences and synergies between the actors of the different countries, whether they are civil society organizations, professional structures, or public and para- public actors.

Supporting the Inclusion of Vulnerable Communities (IDMEJ) project is funded by the U.S. Department of State and implemented by Humanity & Inclusion (HI) and its partner Tunisian Association for Management and Social Stability (TAMSS).

The goal of the project is to empower Gender-Based Violence survivors and People with Disabilities in Tunisia in the exercise of their rights, by creating greater awareness, multi-stakeholders' engagement for attitudinal/behavioral change, and promotion of favorable social and institutional reforms granting greater access to services.

Implemented over a period of 3 years (October 2021/September 2024) the project will be conducted in close collaboration with relevant stakeholders –the Ministry of Social Affairs and the Ministry of Women Affairs in particular- at national and decentralized levels, while ensuring to stay in line with the national strategies for the socio-economic inclusion of people with disabilities and prevention of and response to gender based violence in Tunisia, as well as international legal framework and standards, the proposed project will respond successfully to the objectives being

- 1) Effective coordination between Tunisian government and civil society institutions to increase support to Gender-Based Violence victims and implement laws protecting their rights**
- 2) Improved government capacity to identify people with disabilities and use data to distribute benefits that people with disabilities are legally entitled to**
- 3) Increased awareness and capacity among Gender-Based Violence victims and people with disabilities to understand and exercise the rights afforded to them.**

Reporting to the Operations Manager Tunisia, the Senior project manager contributes to the implementation of the mandate and the 10-year strategy of Humanity & Inclusion. He/she ensures optimal quality and impact of IMDEJ project by means of a delegation system with appropriate control mechanisms and ensure good relationship with the national and local authorities as well as with the donor team. With all HI managers, and through paradigm changes, he/she shares responsibility for the sound management and effective functioning of the global organisation. The Senior project manager will be in charge of successfully leading HI-TAMSS consortium in the common implementation of the project and representing the consortium to stakeholders.

Missions

1. Implementation and Monitoring

- 1.1 Ensures project implementation, in collaboration with the relevant services and in line with general standards and procedures**
 - a. Ensures the planning of activities and establishes action plans**
 - b. Ensures that activities are implemented in line with the project proposal and the allocated budget**
 - c. Ensures that activities are implemented according to internal quality and technical standards and, if necessary, proposes adjustment or improvements to help meet objectives**
 - d. Ensures, as budget holder, that realized and planned expenditure are done correctly and according to the financial commitment procedure and allocated budget**
 - e. Ensure the implication and mobilization of the various institutional stakeholders, including national and local authorities, in a collaborative spirit and overcome any potential challenge arising with the support of relevant persons of contact and other HI team members**
 - f. Prepares and monitors partnership agreements with implementing partners and other potential partners**
 - g. Ensures the effective implementation and follow up of institutional policies (PSEA, mandatory cross-cutting approaches, etc.) on his/her project**
 - h. Coordinates and collaborates with relevant internal services, especially logistics, HR, finance and technical resources**
- 1.2 Ensures project data management**
 - a. Ensures that the appropriate data collection and management tools are in place on the project, in line with global standards**
 - b. Ensures that data related to the project is collected and compiled in the project database**
 - c. Carries out regular verifications and makes any necessary corrections in the activity database**
- 1.3 Ensures project reporting**
 - a. Monitors the achievement of results and indicators, as per the logical framework**
 - b. Is in charge of producing the appropriate reporting tools: monthly situation report, PM Box**
 - c. Reports regularly to the line manager**
 - d. Writes reports for the funding agencies when relevant, monitors donor deadlines (grants, reporting, audits) regarding the project**
 - e. Guarantees the proper archiving of information**

1.4 Prepares and steers project evaluation and capitalisation

- a. **Plans and monitors project evaluations**
- b. **Produces project capitalisation and learning from experience material**

2. Expertise

2.1 Provides the technical expertise for his/her project

- a. **Ensures that the activities implemented comply with international technical norms and standards**
- b. **Adapts the project documentation to international technical norms and standards, when necessary**
- c. **Runs technical training for his/her staff when relevant**
- d. **Is in charge of the technical quality and relevance of project activities implemented within his/her scope of expertise**
- e. **Ensures technical learning from projects by drawing on lessons learned and good practices**
- f. **Makes sure global and field technical specialists get the information they require and collaborates with Technical Divisions when necessary**
- g. **Adjusts his/her activities to audit recommendations, if applicable**

2.2 Helps to coordinate technical professional development and facilitate a community of practice, in collaboration with Technical Division

2.3 Manages relationships with technical authorities, local partners or other stakeholders

3. Management

3.1 Line-manages the project's team members

- a. **Sets individual objectives, evaluates individual performance, contributes towards the professional & career development of his/her team members, monitors competences**

3.2 Organises and leads regular team meetings

3.3 Manages the recruitment and selection of new team members

3.4 Ensures strict application and respect of the program's Internal Regulations by the project team.

3.5 Manager as a coach for meaning: understand the strategy, make it explicit, translate it into operational objectives for his or her team, lead the necessary changes. Give meaning to each management action.

3.6 Encourage inter and intra departmental exchanges of practice. Encourage innovation and risk-taking.

4. Influence & Communication

- a. **Contributes to HI's external influence by participating in relevant networks**

- b. **Communicates on the project to partners, authorities and stakeholders when relevant**

- c. **Besides contractual reporting, contribute to ensuring timely communication with the funding agency to ensure the required level of donor involvement in the project is maintained;**

5. Strategy & business development

- a. **Contributes to programme or country operational strategy (STRATOP)**

- b. **Drafts new project proposals for the continuity or expansion of the project**

- c. **Contributes to the drafting of new proposals for new opportunities**

Skills

Knowledge	Know-how (practices)	Interpersonal skills (attitudes)
<p>Expertise in the field of disability, particularly in Tunisia, and the different schools of thought and explanatory models of disability or diversity</p> <p>International human rights frameworks, strategies for fighting exclusion and discrimination</p> <p>Fluency in Arabic, French and English - Written and spoken</p>	<p>Managing relations with institutional stakeholders/authorities</p> <p>Producing very good institutional communication written</p> <p>Negotiating and managing problems and conflicts, solution oriented</p> <p>Planning, implementing and evaluating activities on his/her project (team and individual)</p> <p>Anticipating and adapting to the needs of the beneficiaries and to unexpected circumstances</p> <p>Conducting on-going evaluations of activities and outcomes</p> <p>Promoting participation and cooperation in the activities on his/her project</p>	<p>Working as part of a team/network, Diplomacy and leadership skills</p> <p>Strong problem-solving capacities</p> <p>Strong conflict resolution skills</p> <p>Giving and receiving constructive feedback; discussing with multi-disciplinary teams, working as part of a network and collaborating</p> <p>Resilience to stress and uncertainty</p> <p>Pragmatism, capacity to adapt with agility</p>

Minimum of 5 years of relevant and progressive experience in program/project management and project coordination

Master degree in a relevant field required : e.g. disability studies, human rights, inclusive development, social sciences, political sciences, gender, public health, etc. or any other relevant field or extended relevant experience in related fields and jobs, including in the fields of disability and/or human rights approaches, inclusion and advocacy

Resume and Cover Letter should be submitted in English through hi.recrut.maghreb@hi.org with email reference "Senior PM IDMEJ"

Advertisement closing 7 Mai 2022

Salary estimate: The net salary for this position will be from 2560 TND net (depending on experience) if the Senior project manager has a generalist profile and from 3200 TND (depending on experience) if the Senior project manager has a proven technical profile (in one of the relevant fields mentioned above), with a 13th month and a complementary group insurance.

Handicap International does not discriminate in hiring and strongly encourages people with disabilities and women to apply

HI promotes and upholds the principles of equal opportunities and its policies (PSEAH, Child Protection etc.). HI has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child by any of our staff, representatives or partners.

Recruitment to all jobs in HI includes, in particular, criminal record checks and the collection of relevant references.

Safeguarding our beneficiaries is our top priority in everything we do.

State level of the position regarding Safeguarding policies = Level 3 (high)

Successful applicant will need to provide Bulletin n°3 of the criminal record.