**Job Description**

Solidar Tunisie is an organization that promotes the values of social justice, solidarity, equality and equity. Founded and supported by a team of trade unionists, parliamentarians, academics, economists, sociologists, business leaders, young graduates and human rights activists, Solidar Tunisie seeks to build a network of knowledge in order to support the policy making processes and reforms in Tunisia.

**Context**

Solidar Tunisie is seeking a Project Manager that will play a leading role in ensuring the implementation of the Tunisian Public Policy Consortium (TPPC) project which aims to support the public policymaking process in Tunisia by making it more evidence-based and inclusive. The TPPC seeks to close the gap that exists in Tunisia between policymakers and research produced by Tunisian universities, which tends to be theoretical rather than prescriptive for addressing Tunisia’s considerable public policy challenges. In addition to establishing a permanent link between policymakers and researchers, the TPPC will strengthen the capacities of Tunisian researchers to conduct evidence-based studies and efficiently communicate their findings and recommendations with decision-makers. By strengthening both the research inputs and the communication of findings, the TPPC aims to lead the way in producing more evidence-based policy solutions for Tunisians.

LOCATION: Tunis, with occasional travel inside Tunisia as required by the position.

HOURS: Full-time (40 hours per week)

STARTING DATE: 15 July 2022

**Role overview**

The Project Manager for the TPPC will oversee the day-to-day organizational and administrative functions of the project, including the management of the relationship with the Strategic Orientation Council and Scientific Advisory Unit.

Reporting to the TPPC’s general coordinator, the Project Manager will be responsible for coordinating the prioritization and optimal deployment and tracking of resources, and promoting the impact of the project. The Project Manager will equally be responsible for working closely with Solidar’s finance team to ensure the project budgets and finances are accurate and well managed. He/she will be responsible for the preparation of budget forecasts, monitoring the monthly financial reporting and producing forecasts, identifying and addressing financial issues when they occur, and supporting the production of regular financial reports in line with donor and internal requirements.The project manager is expected to provide input into project approaches and methodologies, and feed into Solidar’s continuous improvement and learning processes.

**Tasks and Responsibilities:**

* Conduct all aspects of project management, ensuring the effective and efficient execution of the established project work plans, including established actions, outcomes, and timelines. Monitor progress, identify problems and barriers, and make recommendations to the General Coordinator for necessary adjustments to ensure successful, quality outcomes.
* In coordination with the General Coordinator, lead the development of detailed work plans to ensure achievement of assigned project objectives and expected outcomes, including the establishment of action plans, the required resources, and specific measures/metrics for evaluation at completion.
* Facilitate collaboration with team leadership, other team members, and as required across other teams to coordinate project activities.
* Communicate and cultivate the relationship with civil society partners and work on developing and implementing advocacy efforts;
* Ensure budget management in the planning and implementation of activities, in coordination with the Administration and Finance teams;
* Represent the project and Solidar Tunisie to internal and external audiences;
* Support project staff on developing M&E indicators and ensure drafting, revision and timely submission of data and information for monthly and quarterly reporting with a particular focus on identifying and communicating program results, analysis and success stories;
* Adhere to Solidar’s organizational values, standards of conduct, policies and processes, and any other established expectations for Solidar employees, including those related to performance, i.e. goals and position description accountabilities/responsibilities such as those presented herein.

**Required Qualifications**

**Education**

* Bachelor's degree, preferably in Project Management, Economy, International Relations, Political Science, International Development or a related field, or equivalent experience. A graduate degree in a similar discipline is preferred.

**Experience**

* Minimum five years of relevant work experience in project management, international development, community organizing, advocacy, legislative affairs, or a similar field, including experience in program strategy and design. An advanced degree or work towards one in a relevant discipline may be substituted for required years of experience on a one-for-one basis.

**Language- Reading, Written, and Oral/Spoken**

* Arabic, French and English are required

To apply, please send your resume **before the 1st of July** to:

contact@solidar-tunisie.org

For more information please contact: +216 71 872 618