

**Job Description**

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| **Job Title** | **Programmes Manager** |
| **Reports to** | **Tunisia Country Director**  |
| **Management Responsibility** | **Projects Manager, Project Officers and Local Consultants**  |
| **Job location** | **Tunis, Tunisia**  |
| **Grade** | **2** |
| **Contract Duration** | **12 months** |

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| **Job Purpose** |
| The post holder will lead the management of the implementation of the different projects on local governance, youth participation and enhancing inclusive and democratic governance of Tunisia’s marginalised neighbourhoods and border regions with Libya and Algeria that Alert is leading on, under the supervision of the Country Director, who holds overall management responsibility for the projects.  |
| **Duties and Responsibilities** |
| **1. Project Implementation and Management** * Responsible for the planning and the management of different projects, and lead on the coordination and implementation of the activities.
* Supervise and work closely with the Projects Manager and project officers, overseeing their day-to-day tasks, validating their work, giving them feedback, guiding them in developing Alert’s presence in the field and developing with them specific activities based on local needs to ensure efficient and smooth implementation.
* Lead on partnerships and engagement with project stakeholders, including local CSOs, INGOs, local authorities and ministries.
* Lead on programme monitoring and evaluation through analysing the relevant information gathered by the Projects Manager from field offices to feed into the monitoring and evaluation of the project.
* Ensuring the drafting as well as the finalisation of donor narrative reports and project completion reports, including financial reports, in coordination with line manager and the Finance and Operations Manager.
* Draft Terms of References and take lead on the management of external consultants, monitoring progress of deliverables and providing feedback as necessary, and ensure that the work of the consultants is consistent with the overall project implementation plan.
* Lead on the Communication and Advocacy components within all projects through developing necessary plans with partner organisations and the creation of advocacy tools.
* Engage in fundraising meetings with potential donors and organises the presentation of Alert’s work to relevant donors.
* Engage with key government and non-government interlocutors, including donors and peacebuilding agencies, through project activities.
* Engage with donors on any project amendment and/or extension.
* Engage with project participants periodically to ensure that activities meet participants’ needs, project objectivities and they key activities are taking place as planned.
* Ensure the Programme team’s compliance to security guidelines in implementing project activities.

**2. Finance Grants Management and Donor Liaison** Ensure project implementation as appropriate:* Lead on drafting and finalising donor narrative reports, project progress reports and communication with the donor.
* Assume the budget holder role in the administration of financial tasks relating to project implementation.
* Lead on co-financing tasks (identifying donors, drafting reports, budget follow-up, etc.) in collaboration with the Finance and Operations Manager.
* Ensuring a smooth management of co-financed projects for reporting in close collaboration with the Finance and Operations Manager.
* Create and maintain a project filing system, on-line and hard copy (when appropriate)
* Ensure the effective recording, documentation, and filing of project activities, M&E data, internal and external project meetings.
* Lead on coordination and logistics for workshops and field visits with assistance from project officers.

**3. Project design, monitoring and evaluation*** Contribute to the development of ideas for new projects and new partnerships, building upon the impact achieved by existing projects, which will be led by the Resource Development Manager.
* Lead the M&E process by tailoring M&E tools for each project.
* Ensure that all project staff are following M&E guidelines, processes and using the M&E tools designed for each project.
* Monitor project progress and impact and adjust indicators and activities accordingly and ensuring appropriate management responses if necessary.
* Disseminate findings of evaluations and ongoing monitoring and any lessons learned internally and externally.
* Contribute to discussions with relevant civil society coalitions.

**4. Lead communications by Alert Tunisia*** Contribute to set up a strategic communication plan for the office with close collaboration with the Country Director.
* Establish a communication plan for each project, including the production and dissemination of key communication outputs (social media outputs, new outlets, etc.)
* Liaise with HQ tasks related to visibility and communication of project outputs (film screenings, report publications, blogposts, etc.)
* Represent Alert and present the main findings of its work to relevant stakeholders (NGOs, donors, conferences, etc.)

**5. Contribute to Alert’s organisational processes and strategies*** Contribute to team-wide communications and knowledge management, and participate in organisation-wide events and discussions on related topics/projects;
* Contribute to Alert’s global process and strategy;
* Any other tasks as may be reasonably required.
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| **Travel requirements** |
| Based in Tunis with frequent travel within Tunisia and occasional travel outside the country. |

**Essential Requirements:**

1. holder of a master's degree in social sciences, politics, development, or other disciplines relevant to the position,
2. at least 5 years of practical experience and specialized knowledge in program management and in advocacy activities with an international organisation,
3. proven capacity in designing, managing, and preparing proposals and reports on programs implemented in various contexts and with different partners,
4. experience working with international donors and a proven experience in managing long-term projects with a substantial budget,
5. very good level of spoken and written English and Arabic.

**Desirable Requirements:**

* 1. a good understanding of Tunisian context,
	2. experience in managing co-financed projects from different donors,
	3. motivated to work with local civil society organisations, possesses teamwork and effective communication skills.
	4. a good level of spoken and written French.