This job posting is open for Egyptian nationals only

Terms of Reference

Aswan Forum Project Manager

Project Title: The Aswan Forum for Sustainable Peace and Development
Post Title: Project Manager
Contract Duration: 4.5 months (15 March - 31 July 2020)
Implementing Partner: Cairo International Center for Conflict Resolution, Peacekeeping and Peacebuilding (CCCPA)
Application Deadline: 15 March 2020

I. Background:

Africa is home to at least half of the fastest growing global economies. By 2030, one in every five people in the world will live in Africa. Its potential in resources, urbanization, industrialization and economic diversification is unmatched. However, this great potential is under threat, as a result of persisting and emerging challenges to peace, security and development, including conflict, terrorism, and forced displacement.

The last few years have witnessed the evolution of a comprehensive normative framework on sustaining peace and development, including the sustainable development goals (2015), the sustaining peace twin resolutions (2016), and the interlinkages between these two agendas. The same period also saw a renewed interest in conflict prevention and addressing the roots causes of conflict. Missing so far, however, is the operationalization of these normative frameworks, by means of policies, operational guidance, programs and projects.

Acting in its capacity as the Chairman of the African Union, Egypt is taking the initiative to launch the Aswan Forum for Sustainable Peace and Development. The Inaugural Meeting of the Forum will focus on the Africa-specific operationalization of the interlinkages between sustainable development and sustaining peace in practice.

The Forum, to be held in December of every year, will present concrete and action-oriented recommendations to African heads of states and governments, leaders from national governments, regional and international organizations and financial institutions, the private sector, and civil society, that will be captured in “the Aswan Declaration on Sustainable Peace and Development.”

Under the supervision of the Director General, the Project Manager will be responsible for overall project management and implementation.

II. Duties and Responsibilities:
The Project Manager will undertake the following tasks, under the supervision of the Center’s Director General:

1. Management:
   - Assumes operational management of the project in line with the project document, including the successful, timely and cost-efficient completion of activities.
   - Manages project staff and consultants.
   - Ensures that UNDP rules and regulations are applied in all project activities, procurement and recruitment.
   - Liaises with UNDP officials to ensure the smooth and timely implementation of activities.
   - Liaises with implementing partners, suppliers etc.
   - Ensures resource mobilization efforts for project activities.
   - Oversees the design and execution of a communications plan to support project activities.
2. **Administrative**
   - Prepares annual Quarterly Work Plans (QWP) and discusses draft with UNDP.
   - Obtains approval on QWPs and Annual Work Plans (AWP) from the Project Board.
   - Implements quarterly work plans and monitors activities.
   - Plans and arranges, in consultation with UNDP, the procurement of project services in line with laid out process.
   - Prepares TORs for project staff and consultants.
   - Prepares Requests for Proposals (RFPs) and concludes negotiations for subcontracts.

3. **Financial**
   - Fundraises to ensure project sustainability.
   - Acts as an authorizing officer for all financial transactions of the project (i.e. approval of all financial expenditures and signing of all direct payments).
   - Authorizes commitments of resources and expenditures for inputs including staff, consultants, goods and services, sub-contracts, etc.
   - Acts as the Responsible officer for the delivery of the services and the achievement of the annual financial targets of the project.
   - Manages the project resources e.g. office equipment, furniture and stationery procured under the project and maintains an asset register.
   - Ensures that appropriate accounting records are kept and organized.
   - Facilitates and cooperates with audit requirements at all times and as required.

4. **Reporting**
   - Prepares necessary documents (technical and other) as required including the reporting on the following:
     - Quarterly technical reports of progress on project activities and financial statements of expenditure for the project;
     - Annual Project Reports (APRs) and a Terminal Report at the end of the project in line with UNDP formats;
     - Final financial report at the end of the project;
     - Technical, policy and briefing papers as requested by UNDP and CCCPA;
     - Documentation of the Project Board meeting and other meetings.
   - In case of collaborative arrangements, reporting requirements of each partner are to be met.

5. **Facilitation**
   - Ensures the visibility of the Aswan Forum, the UNDP and all strategic partners and corporate sponsors.
   - Ensures that the Government’s in kind inputs for the project are available.

III. **Competencies:**
   - **Professionalism:** Demonstrated experience and qualifications in capacity building for conflict resolution, conflict prevention and peace building. Shows pride in work and achievements; Demonstrates professional competence and relevant subject matter knowledge; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations
   - **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
   - **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.
   - **Communication:** High level of communications and presentations skills and ability to communicate effectively with different groups (decision makers, consultants, community, private sector, entrepreneurs, researchers, bankers).
- **Information Technology**: Proficiency in Microsoft Office Suite.

**Education:**
Advanced degree in a relevant discipline (political science, conflict prevention and peace keeping, diplomatic studies, economics, development etc.).

**Work Experience:**
- At least ten years work experience in international relations and/or development, preferably in areas related to peace and security.
- Proven experience in coordinating large scale, donor funded development projects in the areas of capacity development, including sound knowledge on results-based management techniques, financial and administrative management, stakeholder engagement processes, technical evaluation processes, consultants recruitment processes, technical report writing, etc.
- Previous experience in policy, research on training institution is an asset.

**Languages**
Master of Arabic and English is a must. A third language would be a valuable asset.

**IV. Assessment Method**
Evaluation of qualified candidates for this position will include a substantive assessment, which will be followed by a competency-based interview with CCCPA Director General.

Please address applications to applications@cairopeacekeeping.org with the subject heading “Project Manager Vacancy”. Applications should include a full CV and letter of motivation.

Only shortlisted applicants will be contacted.

Compensation is commensurate with qualifications and experience.