



## **Vacancy Project/Program Manager, Cabo Delgado Mozambique**

### **Job opening for roster purposes**

**Locations:** Pemba with frequent travels to field locations, and Maputo when needed

**Department:** Project Unit

**General Context:** Helpcode has been operating in Mozambique since 1988, with emergency response and development co-operation interventions in Cabo Delgado, Maputo, Sofala, Manhica and Inhambane. In Cabo Delgado, Helpcode works since 2021 in response to the humanitarian emergency, with a consolidated multi-sectoral program covering Protection – with a specific focus on protection monitoring, referrals, prevention, mitigation and response to gender-based violence, women’s socio-economic empowerment, child protection-, WASH and Education in Emergencies.

Helpcode is updating its roster in order to select Project and Program Managers that may be contracted during the next few months.

### **Main duties for the role**

Under the line management of the Country Coordinator, the Project/Program Coordinator will be in charge of direct oversight and technical and strategic leadership for Helpcode emergency and nexus response in Cabo Delgado, Mozambique. The role includes supervising and managing the delivery of program activities and emergency funds, developing Helpcode regional program strategy, ensuring linkages and coherence with Helpcode protocols, standards, and procedures, supervising staff. The program Coordinator will also oversee liaising and coordinating with all relevant stakeholders and donors involved in the humanitarian and nexus response in Cabo Delgado, as well as with local authorities, representing Helpcode before them.

### **Program and project management**

- Deliver quality activities reporting and updates, including the findings in terms of impact/changes at the level of beneficiaries achieved through the projects
- Ensures an effective planning and implementation of project(s) as well as timely delivery of services in line with the targets set in the project description
- Ensures that all the projects harmoniously contribute to overall program objectives

- Guarantees an efficient financial management for the projects, in compliance with Helpcode model and donor regulations
- Conducts regular meetings with the projects staff and support them (as needed) to follow up on project implementation including revision of targets against achievements, identification of gaps in the response in order to define needed adjustments in the implementation
- Ensure an effective collaboration with the international and local partners of the projects
- Ensure the relationship with the different actors of the projects (Donor, Local Authorities, ecc)
- Overlook at the activities implemented by the project partners
- Support to the team in resolving operational, organizational, or risk-related issues, as well as coordinating with project partners and proposing new methodologies to improve the quality of activities in the technical area of expertise

#### Team management and Human Resources Management

- Ensure the management and coordination of projects teams
- Ensures regular performance evaluation of the staff in line with internal regulation
- Ensures timely recruitment of national staff, in coordination with relevant support staff, as per Helpcode policy for staff recruitment
- Ensures respect of and adherence to Helpcode rules and regulations, code of conduct and PSEA
- Ensures and proposing capacity-building opportunities for national staff, keeping clear oversight and reporting on trainings attended and conducted by national staff

#### Financial Management and procurement

- Prepares and ensures regular update of financial plan
- Verifies and approves purchase, in line with the budget and the financial and procurement plan
- Verifies on a weekly basis the bookkeeping entries in the Helpcode accounting spreadsheets; verifies budget line allocations, budget expenditure status against actual delivery and the financial plan for the project implementation period
- Ensures that purchases of goods, services, supplies are in line with the relevant HELpcode procurement guidelines and procurement plan
- Verifies the list of expenditures, prior to finalizing the interim and final financial reports

#### Monitoring, Evaluation and Reporting

- Delivers timely quality reporting on project activities, including findings in terms of impact on individual and communities
- Provides monthly updates to the Country Representative and Desk Officer about project progress including achievements vs targets using Helpcode and donors' monitoring tools

- Prepares and implements a Monitoring and Evaluation plan

#### Business development

- Contributes to the formulation of new projects as well as of the program strategy for the respective area of intervention
- Ensures a comprehensive vision of the interventions strengthening the synergies with other projects implemented in the area
- Collaborates with the Country Representative, the Program Manager for Mozambique and the Technical Teams in order to integrate the different intervention in the same long-term strategy
- In collaboration with the Program department in HQ and the Country Representative, support the development of the Helpcode Cabo Delgado and Mozambique Strategy
- Assess emerging needs in line with Helpcode strategy and develop project proposals to be submitted to donors
- Establishes and manages relations pertaining to project activities, with relevant stakeholders, local authorities, relevant donors and institutions
- Proactively participates and represents Helpcode in relevant working groups at the regional level
- Proactively engages in bilateral meetings with other NGOs and INGOs active in relevant sectors and geographical areas to avoid duplication, ensure coordination and referral and work for complementary efforts
- Ensures systematic information and update sharing with the Director of Programs in HQ and relevant colleagues

#### Security management

- Ensures application of Helpcode Security protocols
- Is responsible for updating Helpcode Risk Assessment and Mitigation strategies

#### **Requirements**

##### Qualifications and knowledge

- Post-graduate qualifications
- Fluency in Portuguese and English, both written and spoken
- Knowledge of Italian will be considered an asset
- Knowledge of main donors' policies and procedures
- Good computer skills, in particular MS Office package

##### Professional experience

- At least 3 years of relevant working experience



- Experience in project proposal writing and reporting
- Good understanding of finance and logistic requirements in humanitarian settings

#### Skills and Abilities

- Strong interpersonal relationships and demonstrated ability to leverage business networks and partnerships for continued growth
- Good communication and leadership skills
- Ability to perform under stress conditions
- Capacity to work autonomously and in problems prevention/resolution
- Ability to think strategically and conceptually and to translate these into concrete results
- Ability to identify, initiate and maintain good relationships with partner organizations, donors and national authorities including building professional relationships with senior decision-makers and influencers/leaders
- Integrity in line with the Humanitarian Principles and ethical standards
- Cultural, gender, religion, and age sensitivity and adaptability

To apply send your CV to [recruitment@helppcode.org](mailto:recruitment@helppcode.org) with 2 references and a cover letter indicating the reference **ROSTER CDG 2024** within 25<sup>th</sup> of November 2024.

Due to a potentially large number of applications, we apologize in advance for only being able to respond to shortlisted candidates.

HELPCODE is an international solidarity organization, active since 1988 in Tunisia, Libya, Burkina Faso, Mozambique, DRC Congo, Yemen, Nepal, Cambodia and Ukraine working in health, education, protection, WASH.