



*Improving lives*

## **JOB DESCRIPTION**

### **Projects Manager**

**Location:** Fair Trade Lebanon- Hazmieh

**Type of Contract:** CDD

**Reports to:** Projects Director

### **JOB SUMMARY**

The project manager is in charge of the Project team – which includes the Project Coordinators, Field Officers and Liaison Officers. He oversees induction, training, monitoring and development activities related to the Project team. He leads the weekly team tracking meeting, helps find solutions and ensures advancement of the various projects managed by his team. He also ensures all projects are meeting timely and quality deliverables as per set budgets and work plan.

### **ROLE AND RESPONSIBILITIES**

#### **1. PROJECTS MANAGEMENT**

##### **A. REPORTING AND MONITORING**

- Monitors the projects on an on-going basis
- Identifies issues or changes requiring action.
- Ensures quarterly reviews are carried out with a narrative assessment
- Prepares the project agreements, reporting templates and contract management systems

##### **B. COORDINATION**

- Ensures the action and the activities are implemented as planned
- Coordinates the action with partners and plans the future activities.

- Supervises the coordination of the trainings and events
- Studies and evaluates offers from suppliers
- Meets regularly with field officers to exchange information
- Plans regular field visits

### **C. FINANCIAL REPORTING**

- Prepares the analytical plan at each project inception
- Supports the Project Director in finalizing budgets
- Coordinates with the Project Director the production of reports as per requirements of project specific monitoring and reporting plans.

## **2. TEAM MANAGEMENT**

- In charge of induction, training, skills monitoring and development of team members
- Sets and communicates performance criteria and conducts regular performance assessments with team members

## **3. MAY REPRESENT THE COMPANY WITH LOCAL AND INTERNATIONAL NGOS**

### **ACHIEVEMENT INDICATORS**

- Delivering expected outputs in a structured and professional manner
- Meeting deadlines in accordance with work plan
- Adherence to the Fair Trade standards, policies and guidelines
- Adapting and coping with change
- Communication respectfully with beneficiaries and other stakeholders
- Developing team members

### **QUALIFICATIONS**

- Minimum of 5 years of relevant work experience in project management
- Strong documentation, research and report writing skills
- Analyze and compile technical and statistical information to prepare reports and correspondence
- Team management skills
- Collaborative team player
- Willing to travel to multiple field sites within Lebanon
- Drives results

## **PREFERRED SKILLS**

- Willingness to commit to the Fair Trade standards
- Good communication and interpersonal skills
- Strong organizational skills
- Good cultural awareness and sensitivity
- Strong communication skills
- Time management
- Engaged in developing self and others
- A high degree of self-motivation
- Good knowledge of English and Arabic, French is plus

## **APPLICATION SUBMISSIONS GUIDELINE:**

- Interested applicants to send their cover letter and CV to [careers@fairtradelebanon.org](mailto:careers@fairtradelebanon.org)
- Only shortlisted candidates will be contacted.