**Vacancy Announcement**

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| **Position title** | **Project Manager** |
| **Vacancy No.** | YAO-Khq-20-02 |
| **Duration** | Full-time |
| **Duty station** | Until 13/05/2020 |
| **Estimated Start Date** | Khanaqin – Diyala |
| **Closing Date** | As soon as possible |
| **Overview** | Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO is a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living. |
| **Job Description** | The Project Manager is responsible for running and supervising Women and Governance (WAG) projects at all stages of the project management cycle. He/she is responsible for accomplishing the program objectives and Candidate must be professional and a personable leader committed to the overall objective and self –development within the organization. The Project Manager ensures the overall success of the project by making sure the project team completes the defined activities while adhering to internal standards and contractual obligations; and that the project is completed on time, within budget and with acceptable quality. |

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| **Main Duties and**  **Responsibilities:** | * Lead project implementation and monitoring * Organize project kick-off and close-out meetings * Plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives * Plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives * Supervise and direct team members’ tasks and ensure the project activities are implemented according to YAO & international guiding principles. * Provide technical support to team members and train staff as necessary. * Continually assess and evaluate project implementation against project work plan, in collaboration with the project team; takes appropriate steps to ensure project is on track in meeting deliverables and spending * Develop and monitor work plans, budgets, and progress reports YAO, donors and partners require * Represent YAO to NGO partners, government officials, funding sources, other partners, beneficiaries, and at conferences, meetings and other outreach opportunities * Plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives * Plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives * Ensure monitoring and evaluation activities and reporting meet YAO’s standards, and are completed on schedule * Develop, reviews, and finalizes monthly, quarterly, and final project reports in English * Oversee implementation of activities in accordance with project and activity budget * Consult with finance manager regarding best practices for financial administration of the work plan. * Undertaking other activities as required to fulfil the achievement of the project goals. |

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| **Required Qualifications & Experience** | **Education:**   * University Degree and/or equivalent qualification in relevant sector.   **Experience:**   * Minimum 5-year experience in working with NGOs/UN agencies. * Having expertise and experience on gender projects and issues around women and girls in the community. * Previous management experience. * Knowledge of analyzing qualitative and quantitative data. * Significant prior work experience in advocacy on humanitarian issues, child rights, human rights, or development issues. * Understanding of UN and donor operations at country level * Cultural awareness and ability to build relationships quickly with a wide variety of people. * Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure * Self-reliant and able to work independently. * Must be Iraqi nationality holder.   **Knowledge:**   * Excellent communication and organizational skills. * Self-reliant and able to work independently. * Strong and co-operative team player. * Personal integrity and credibility. * Strong interpersonal and intercultural skills. * Ability to meet deadlines when focusing on other tasks. * Report writing skills.   **Languages:**   * Excellent communication skills Verbal and written Kurdish, Arabic and English. |

**How to apply:**

Qualified Candidates should submit Cover Letters with their CVs attached electronically to [jobs@yao-iraq.org](mailto:jobs@yao-iraq.org) with indicating the position they are applying for in the subject of the email.

Email subject must read: **YAO-Khq-20-02**

* Email without vacancy title will not be considered. Email after the closing date will not be considered. Only short listed candidates will be contacted
* **YAO** is an Equal Opportunity Employer. YAO considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.