

Job Description

Job Code: AC7.1.5
Job Title: Project Manager
Office: Palestine Institute for Biodiversity and Sustainability
Supervisor: Director of Palestine Institute for Biodiversity and Sustainability

Job Objective/Summary

The project manager will administer and organize the project activities, from simple activities to more complex ones related to his particular project (funded grant) and align such with mission and goals of the Palestine Institute for Biodiversity and Sustainability (palestinenature.org). The manager will be responsible for working closely with the project leader to prepare comprehensive action plans, including resources, timeframes in line with project proposal document and project budget. The manager will also perform various coordinating tasks, like schedule and risk management, along with administrative duties, like maintaining project documentation and handling financial queries. The manager will coordinate with all project staff as necessary. The manager will play role in promoting of key learnings for the improvement of the project and for wider leaning of the organization.

Duties & Responsibilities

Main routine duties

1. To ensure that the project is completed on time within budget and with highest quality standards.
2. To ensure quality implementation of project activities in relevance to the project plan template.
3. To support project leader and partner staff in developing the necessary documents submitted for the donor.
4. To supervise all activities implemented at project sites and for affected communities.
5. To collect regular data about the progress of the work and ensure proper monitoring and evaluation.
6. To analyze and discuss findings with project staff and partners and key stakeholders.
7. To produce progress and final reports for the donor including the objectives, outcomes and methodology of implementation, accomplished activities and outcomes, the critical successful factors, the limiting factors and challenges, any unanticipated outcome, legacy outcomes and stakeholders as relevant. In addition, to coordinate the follow-up reports describing baseline and end line evaluation surveys for the different monitoring and evaluation tasks per project intervention.

Responsibilities

1. Coordinate project management activities, resources, equipment and information. Break projects into doable actions and set timeframes
2. Liaise with project staff to identify and define requirements, scope and objectives
Assign tasks to internal teams and assist with schedule management
3. Help finance officers at BU referring to project budget
4. Oversee project procurement management
5. Analyze risks and opportunities. Monitor project progress and handle any issues that arise. Ensure standards and requirements are met through conducting quality assurance tests (monitoring and evaluation)
6. Act as the point of contact and communicate project status to all participants
7. Use tools to monitor working hours, plans and expenditures
8. Issue all appropriate legal paperwork (e.g. contracts and terms of agreement) in cooperation with the project staff.
9. Create and maintain comprehensive project documentation, plans and reports
10. May help Director of PIBS in fundraising activities (writing grant proposals) especially for continuation of project or new but related projects

Special Working Conditions and emergency Need:

- Working in rather stressful work conditions (unexpected visitors, other interruptions, deadlines)
- Working hours may be outside of normal hours including sometimes on weekends and holidays (especially when reporting deadlines approach).
- Must be on call for any and all emergencies related to project work

Qualifications:

Required: Masters' degree in project management in rural development, or subject of project (e.g. culture, biodiversity etc) or related fields; Minimum 3 year documented work experience in relevant field; Driving license; Fluency in English and Arabic (including writing proper reports); communication skills

Preferred: Previous work in areas related to biodiversity and sustainability; Research and publications experience; Fundraising experience.

Signature of Supervisor _____ **Date** _____

Signature of Employee _____ **Date** _____

Approval of the VP for HR _____ **Date** _____

This job description may be reviewed annually or as the need arises.