



JOB POSTING – PROJECT MANAGER

Organization:	Right To Play Ethiopia
Department/Division:	Programs
Work location:	Ada’aa woreda, Bishoftu, Oromiya Region
Authorized to work in:	Ethiopia (Ability to work legally without requiring a work permit or sponsorship)
Closing Date:	05 August 2021

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child’s life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:

The Project Manager reports directly to the Program Director or Program Manager, where applicable.

The incumbent is responsible for project planning and high-quality implementation of the operational project in the country portfolio. He/she leads on the implementation of the project under the direction of the direct manager including identification and maintenance of partnerships, donor stewardship in close coordination with the fundraising centre, where applicable, and in-country representation with key project stakeholders. He/she is also

responsible for reporting, budget monitoring and donor compliance of active grants. The Project Manager directly manages project teams based in different locations across Ethiopia.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Project Implementation, Quality, Innovation, and Reporting (60% of Time):

- Oversees the implementation of project plan. Ensures that project teams are implementing project activities in fine with donor requirements to achieve project outcomes.
- Collaborates with MEL Specialist/Manager/ Officer to establish and maintain the project monitoring, evaluation and Learning (MEL) and reporting system in line with RTP MEL standards and the performance measurement framework of the project.
- Collaborates with MEL Specialist/Manager/Officer to develop and implement monitoring, review, assessment and evaluation plans for improved program development and delivery.
- Works closely with other project and non-project technical staff (e.g. Gender Specialist, Child Protection Advisor) to ensure that project implementation reflects global good practice, including in cross-cutting areas such as gender equality, child protection and environmental sustainability.
- Ensures adherence to RTP program standards in program design and implementation.
- Oversees preparation and submission of quality narrative reports, financial reports, work plans and budgets in line with donor requirements.
- Monitors budget implementation, compliance and financial reporting to donors. Ensures that financial budgeting and reporting is aligned with program/project plans and implementation.
- Provides quarterly updates of lessons learned and best practices to the direct manager and stakeholders to ensure that project lessons are being used to promote improved program delivery.
- Conducts regular monitoring visits to project locations.
- Together with the project team and in consultation with the direct manager, proactively identifies bottlenecks and potential implementation risks and develops effective strategies to address them.
- Promptly answers ad hoc requests for information concerning the project from the donor and/or Fundraising Centre, in line with agreed project communication protocols.
- Identifies potential success stories and other communications content as related to the project and shares with the direct report for onward sharing with RTP communications staff.

Job Responsibility #2: Partnership, Fundraising, Representation and Collaboration (15% of Time):

- Manages existing partnerships. Supports the direct manager in identifying and developing new partnerships with local NGOs, Community Based Organizations (CBOs) and the communities.
- Ensures implementation of NGO capacity building plans identified during partner assessments.



- Regularly monitors the quality of RTP interaction with its project partners and advises senior leadership, and the Fundraising Centre as applicable, on any identified risks and required adjustments in partnership approach.
- Prepares partner agreements and amendments as may be required in line with RTP standards.
- Supports the direct manager in identifying potential linkages, collaboration and networking with other civil society organizations and government and other relevant institutions to enhance RTP visibility and program activities.
- As needed, represents RTP in various platforms and maintains positive relationships with governments and other relevant stakeholders regarding RTP activities.
- Meets with partners' staff and community leaders to discuss project improvement as needed.
- Participates in partnership meetings with donors in close collaboration with the direct manager and the Country Director, as relevant.
- Supports the direct manager in developing high quality proposals for potential funding.

Job Responsibility #3: Team Management, Compliance and Capacity Building (10% of Time):

- Ensures that the project team members have a clear understanding of their roles, responsibilities and accountabilities as outlined in their job descriptions to ensure quality performance.
- Participates in the recruitment of new project team members.
- Regularly provides the necessary feedback to project team members and completes their performance appraisals.
- Provides direct support to project team members in the form of systems and tools.
- Develops and strengthens the project team's understanding of project cycle management and donor compliance requirements, working closely with the Fundraising Centre where applicable.
- Ensures that staff development plans are reviewed by the country office Senior Leadership Team and implemented.
- Implements policies and procedures that guide and support RTP activities, ensures compliance with RTP code of conduct, gender and child safeguarding policies including timely and appropriate reporting.

Job Responsibility #4: Planning, Development and Budgeting (10% of Time):

- Supports the design and development of new program strategies and plans (e.g. Country Strategic Plans).
- Supports the preparation of timely and cost effective operational plans, budgets and strategic plans with the program team.
- Ensures adequate communication of country level plans to project team and partners/stakeholders.
- Supports the direct manager in identifying new project ideas/ initiatives that are aligned with the organization's strategic targets.



- In close coordination with the direct manager, Finance Manager/Officer supports the budget planning processes for programs/projects to ensure that project funds are expended according to procedures and plans.
- Participates in country level budget monitoring processes such as reviews of implementation rates as related to their project.

Job Responsibility #5: Other Tasks as Assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in social sciences, development studies or other related disciplines.

EXPERIENCE:

- 5 years' experience managing international development projects. Proven experience in project planning, implementation and monitoring, report writing, partnership-building and working with NGOs.

COMPETENCIES/PERSONAL ATTRIBUTES:

- Excellent organizational skills and ability to multi-task on a constant basis
- Excellent interpersonal communication skills to build rapport with staff, partners, government officials, donors and community leaders
- Ability to work under pressure meeting deadlines in a fast paced fluid environment
- Creative and flexible with problem solving skills
- Demonstrated professionalism and diplomacy
- Ability to represent oneself and RTP to mid-level officials
- People management particularly coaching
- A solid team player

KNOWLEDGE/SKILLS:

- Strong Microsoft Office and program management tools and procedures
- Budgetary control and financial management, including ability to read and understand financial data
- Project management skills
- Knowledge of results-based management (RBM) and/or other recognized approaches to project monitoring and evaluation

LANGUAGES:



- Fluency in written and spoken English, Amharic and Afan Oromo Languages

DESIRED QUALIFICATIONS (An Asset)

- Experience in quality improvement
- Experience managing projects in multiple locations
- Understanding of play-based learning would be considered a strong asset
- Understanding of good practices in integrating gender equality into project plans and implementation would be considered a strong asset
- Experience with managing international development projects funded by large donor agencies (e.g. Global Affairs Canada, NORAD) will be considered a strong asset
- Understanding of community development or development

WHO YOU ARE:

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). In addition, we offer a competitive salary and benefits package.

Target Start Date: Immediate

Contract Duration: Full-time, 6-month fixed term contract with possibility of renewal based on performance and availability of funding

HOW TO APPLY:

If you are interested in applying for this position, please apply [here](#) to upload your resume and cover letter in English.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**



Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory police record check as a condition of employment.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.