

Position Name: Project Manager	Employment Regime: Seconded	
Ref. number: SOM-114	Location: Garowe	Availability: ASAP
Component/Department/Unit: Field Office Garowe	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Project Manager reports to the Head of Field Office.

2. Main Tasks and Responsibilities:

- To assist in project planning and development and co-ordinate the implementation of the Mission's projects;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects;
- To advise project leaders (within the Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc.;
- To ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain a record of the Mission's project history and ongoing activities;
- To conduct, upon project completion, post-project reporting and evaluation;
- To develop best practices on project management, make training recommendations and record lessons identified/learned;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability;
- To undertake any other related tasks as required by the Line Manager.

3. Mission Specific Tasks and Responsibilities:

- To provide support for the planning and the implementation of projects with a particular focus on contract management in the area of equipment and goods;
- To manage the projects contracts of equipment and goods and coordinate the logistics related to the contracts' implementation, according to the operational planning;
- To monitor milestones and take corrective actions to assure the respect of the deadlines of scheduled activities for each project in what concerns the delivery of equipment and goods;
- To liaise with beneficiaries in order to support the identification of the best equipment according to their needs;
- To provide support for the definition of Equipment projects objectives and results, by liaising with beneficiaries and Mission's Operations Department;
- To prepare and maintain reports on contract status and inform other Mission's departments about the progress acquired as well as keeps all relative documents up to date;
- To ensure that all contract related expenditures are documented in compliance with the Regulation on the financial rules applicable to the general budget of the Union (Financial Regulation);
- To supervise the delivery of all projects material from contract signature to the delivery at place, including the customary and tax derogation process and reports on progress and delays;
- To manage the reception, acceptance, stock and inventory of all goods for the Project Cell, including the preparation of all relative documents and certificates;
- To monitor the projects goods warranties and works liabilities during all the relative periods;

- To provide support for the preparation of the handover of the equipment to beneficiaries and organises the physical delivery in the several regions of the country as required;
- To organize, within projects, workshops, training activities or other expertise transfer activities for Somali counterparts, according to the agreed planning;
- To provide support to the line managers and to ensure proper recording for the management of benefits, after the project completion;
- To support the preparation of market researches and terms of reference for equipment and goods and contributes to the preparation of the procurement dossier;
- To ensure that Project Cell's paper and electronic archive, as well as dedicated databases, are properly managed and updated.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- After having fulfilled the education requirements, a minimum of 4 years of professional experience, in the field of planning, implementation and evaluation of projects.

5. Essential Knowledge, Skills and Abilities:

- Team management skills;
- Leadership and problem solving skills;
- Negotiation and risk management skills;
- Project management skills.

6. Desirable Qualifications and Experience:

- Project management qualification, such as APM, PPM, PRINCE2, or equivalent;
- Experience in Security Sector/RoL reform in a national or host state context.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of and/or experience in working with EU Financial Regulations;
- Experience related to implementation of technical or infrastructure projects.