

Project Manager, Food Security (Central Highlands) Afghanistan (AFG)

Role and Responsibilities

To effectively manage a EuropeAid-funded food security project in line with the objectives, timeframe and budget laid down in the proposal. Liaise with Mission East (partner organisation) Project Manager on project delivery. Manage and train Nationally Recruited Staff (NRS) working on the project. Ensure that beneficiary participation is enhanced in all phases of the project.

Project Overview

Food security project to build livelihoods and resilience of families in Central Highlands (CHL). Working with a number of communities – men and women – overseeing community development plans, farmer training, practical demonstration, kitchen gardens and nutrition training and Disaster Risk Reduction (DRR) activities, plus livelihoods support. Work with a wide range of stakeholders in the food security and agriculture sectors in the area to get their input and involvement in the programme.

Medair

Medair brings life-saving relief and rehabilitation in disasters, conflict areas, and other crises by working alongside the most vulnerable. Its Internationally Recruited (IRS) and HQ staff is inspired by their Christian faith to care for people in need, providing practical and compassionate support, regardless of race, religion, or politics. Medair has achieved the ISO 9001:2008 certification, worldwide. This certification signifies that Medair effectively delivers goods and services with a focus on beneficiary needs. Founded in 1989, Medair's unwavering commitment continues to bring hope to the world's most vulnerable.

Workplace

Central Highlands, Afghanistan

Starting Date

January 2013

Initial Contract Details

Full time, 2 years

Key Activity Areas

Project Management

- Design detailed project activities, including community engagement plans, farmer training design with technical input, stakeholder engagement and a broad variety of other project activities to ensure the successful delivery of the programme.
- Update, plan, schedule and supervise project activities.
- Oversight – including implementation of assigned Food Security project within budget and the agreed timeframe.

Staff Management

- Oversee job descriptions, recruitment, appraisal, management of project staff.
- Identify training needs, and supervise the technical training of all National staff members in consultation with the Projects Coordinator and Programme Support Manager.

Financial Management

- Manage spending on the project within the approved budget.
- Analyse monthly BvAs and give prompt feedback.

External Coordination

- In consultation with PC, liaise with local government officials, and other NGOs, to improve the planning and coordination of the project.

Qualifications

- Higher level degree in a relevant subject such as agriculture, or engineering

Languages

- Strong working knowledge of English (spoken and written)

Experience / Competencies

- 2 years post-qualification experience in a project management position
- 1 year of overseas work experience in relief work with an NGO, having worked preferably in a food aid context an asset
- Experience in the design, monitoring of implementation and evaluation of humanitarian / emergency programmes
- Knowledge of Humanitarian Essentials, Sphere and HAP Standards and other international humanitarian guidelines and protocols desirable
- Good report and proposal writing skills
- Diplomacy in dealing with government officials
- Team-player with good inter-personal skills
- Flexible to changing plans and activities on a daily basis
- Able to cope with basic living conditions in the field

Medair standard working requirements for the field

- Experienced professionals in a relevant field
- Committed Christians
- Commitment to [Medair values](#) (faith, hope, accountability, integrity, dignity, compassion)
- Reflect the vision and values of Medair when interacting with team members, local staff, beneficiaries and external contacts
- Overseas intercultural experience
- Strong working knowledge of English (spoken and written)
- Working knowledge of French (spoken and written) for French-speaking roles
- Single or married (with no children under 18). If married, your spouse must also apply.
- Competent with Office Word, Excel, PowerPoint, and Outlook
- Successful completion of [Medair Relief & Rehabilitation Orientation Course \(ROC\)](#)
- Able to live and work with a multicultural team under difficult conditions
- Strong character traits, including emotional stability, adaptability, ability to handle stress, cultural and gender sensitivity, honesty, and physically fit

Working Conditions

- This project is run out of Medair's base in Kabul and requires extensive field travel from Kabul to the Central Highlands area.
- Security is always a concern and the team is regularly updated on the current security status.
- R&R is taken out of the country every 12 weeks and financial assistance given.
- Field trips are usually between 10-20 days duration, longer especially during the summer months, with basic living conditions.
- The project locations are rough, rugged terrain. Most travel in the field will be done by car but at times certain villages might only be reached on foot. Good physical health is essential.
- This post requires particular sensitivity to cultural issues especially in dress and behaviour, especially when working with women.

Application Process

Follow this link: www.medair.org/work-with-us to read about the Medair values, programmes and culture, the "Medair ROC" and how to apply, and then follow links to **Apply for a Medair ROC, or for a Field vacancy**.

We request that you complete **all** applications on-line at www.medair.org. Only English-language applications and CV's will be reviewed. We will not review email applications. Medair does not set closing / deadline dates for applications; recruitment is on-going until the position is filled. We review every online application.

www.medair.org

