

Assistant Project Manager

The Assistant Programme Manager will be based at the Project Implementation Unit. Under the guidance and supervision of the Programme Manager, he/she will be in charge of the following duties:

- Elaborate the production of workplans and the elaboration of reports, as required
- Liaise with the Field offices and in particular with the Provincial Coordinators providing advise, as needed
- Follow up Project activities carried out by consultants, contractors and NGOs, including visits to project sites
- Receive and analyse regular reports produced by Field Offices and Project partners
- Brief the Programme Manager on any relevant issue aroused in Project implementation
- Participate to the weekly meetings of permanent UIP staff
- Prepare the minutes and circulate the agenda of the Coordination Committee
- Any relevant duties as determined by supervisor

Qualifications required

- University degree (at least bachelor) in the area of Social Sciences
- Ability to work in a team
- At least **five** year experience of work with in programme/project management
- Good command of written and spoken Portuguese and English
- Computer knowledge of word processing and spreadsheet programmes, as well as use of Internet and e-mail.