

EU-UNDP Project “Supporting Citizens Access to Justice”

Project support staff

Programme Manager

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

- Elaborate the production of work plans and the elaboration of reports, as required
- Elaborate the production of Terms of Reference for short-term consultants and contractors, as well as the related contracts
- In collaboration with the Project coordinator and the Chief Technical Advisor, produce a standardised type of report to be followed by the Provincial Coordinators
- Liaise with the Field Offices and in particular with the Provincial Office providing advice, as needed
- Follow up Project activities carried out by consultants, contractors and NGOs, including visit to project sites
- Receive and analyse regular reports produced by Field Offices and Project partners
- Brief the project coordinator and the CTA on any relevant issue aroused in Project implementation
- Participate to the weekly meetings of permanent UIP staff
- Prepare the Agenda for the regular meetings of the Coordination Committee
- Train and coach the Assistant Programme Manager, as needed
- Any relevant duties as determined by supervisor

Qualifications required:

- University degree (Licenciatura) in Law or Public Administration
- At least 10 years experience in running donor funded projects
- Profound knowledge of the Mozambican social and institutional context
- Ability to work in team
- Experience in dealing both with NGOs and Government representatives
- Good command of written and spoken English
- Portuguese as the mother tongue. Knowledge of Mozambican local languages is an asset.
- Computer knowledge of word processing and spreadsheet programmes, as well as use of Internet and e-mail
- Previous experience with UN/UNDP is an asset.