PROJECT MANAGER – CATALYTIC ACTION

We are looking for a passionate, creative and highly organized project manager to join our team in Lebanon to work with us on promoting and delivering co-designed built interventions with and for vulnerable children and their families.

This is a unique opportunity to join an innovative, fast growing and award-winning charity.

Self-motivation, a strategic vision and the capacity to navigate complex relationships will make you the ideal person for the job. Ability to work remotely and comprehensive self-management skills are essential.

CATALYTIC ACTION

We are a charity that works to empower vulnerable children and their communities through participatory built interventions. We champion the co-production of dignified built environments where everyone can take part in the creation of equitable, inclusive and sustainable communities. Through this process of co-design, we build local human capacity that ensures our work has a lasting impact.

We are a team of architects, artists, builders, researchers, educators, filmmakers and humanitarians. Our story began in 2014, when we supported refugee children in Lebanon through the provision of safer and stimulating educational spaces. Today, we are still working with the most vulnerable communities in the Middle East and Europe to improve and shape together the quality of their built environment.

Detailed information about CatalyticAction can be found here: www.catalyticaction.org

THE POST

The project manager will play a strategic role in coordinating the implementation of multiple built projects, including public spaces, playgrounds and street interventions. This will include coordinating participatory design activities with children, drafting technical designs, assisting with procurement and conducting site supervision.

The project manager will directly contribute to achieve the following projects outcomes:
- Improve children’s wellbeing
- Improve social cohesion
- Boost local economy
- Build local capacity

The project manager will be an advocate of the work of CatalyticAction in promoting co-design processes with children.
DUTIES TYPICAL OF THE ROLE

1. Overseeing and coordinating the delivery of built projects, including:
   - Coordinating with local community members including children throughout the co-design process.
   - Coordinating with building contractors and their workers.
   - Coordinating with local authorities (e.g. municipality).

2. Refining and executing projects’ implementation plan, adjusting the necessary measures for achieving project objectives.

3. Coordinating with the different stakeholders for smooth implementation of the projects and participate in regular coordination meetings.

4. Ensuring CA’s Health & Safety and safeguarding policies are implemented on site.

5. Inspecting and reporting on contractors’ works in progress, ensuring the quality standards expected by design.

6. Assisting in drafting designs, including preliminary design and preparation of construction drawings.

7. Assisting with the financial management of projects from start to finish, following the donors’ requirements.

8. Ensure the correct disbursement of projects finances, and the maintenance of proper filing and accountability systems (following donors’ requirements).

9. Thoroughly reporting on projects’ activities.

10. Representing the charity at events and meeting. These may include the following: NGO coordination groups (e.g. child protection group), meeting with projects’ partners, meeting with government officials.

11. Supporting in ensuring all cost estimates related to the construction components of projects are accurate and up to date.

12. Maintain highly effective working relations with partners and donors.

13. Coordinate the work of other staff members in Lebanon.

14. Work with senior management to develop new project proposals and bids.

OTHER DUTIES

15. Assisting with research tasks.

16. Assisting with M&E of implemented projects.

17. Assisting with the creation of communication contents (e.g. photos, videos, blog posts).

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the postholder.
PERSON SPECIFICATIONS

ESSENTIAL
- Degree in Architecture, Civil Engineering, or related field.
- Demonstrate substantial knowledge and experience in managing complex projects, involving a wide range of stakeholders and significant budget responsibility.
  o Demonstrate good interpersonal skills and capacity to negotiate complex relationships with government officials, urban professionals, local and international NGOs, communities and donors.
  o Demonstrate ability to work as part of a team and to form effective and collaborative working relationships across the whole organisation and wider networks.
  o Demonstrate ability to work autonomously with minimal supervision.
  o Demonstrate ability to work under pressure.
  o Demonstrate the awareness and experiences necessary to work in a multi-cultural setting involving sensitive group dynamics.
  o Motivation and skills to build capacity and transfer skills to CA staff and other actors as appropriate.
  o Skills to monitor progress, evaluate and revise deadlines as necessary
  o Demonstrated capacity to influence and manage changes that may be difficult, but which improve the organisation capacity to achieve its objectives.
  o Demonstrate awareness of quality standards and take steps to improve service delivery to achieving high quality outcomes, including value for money, and to contribute to the development and maintenance of high standards of service to others.
- Understanding of humanitarian work with demonstrated experience of working with communities and/or civil society.
- Understanding of Lebanese context, including vulnerabilities of host and refugee populations.
- Excellent administrative and organisational skills.
  o Have the ability to work effectively to deadlines as part of a team and individually, have an eye for detail.
  o Working with budgets and spreadsheets.
- Excellent communication skills
  o Demonstrate good listening skills.
  o Proactive and clear communication with key contacts.
  o Excellent written and spoken English and Arabic.
- Demonstrate an understanding of the importance of confidentiality, freedom of information, data protection and equal opportunities
- Good knowledge of MS Excel, MS Word, AutoCAD, SketchUp, Adobe Illustrator, Adobe Photoshop, Adobe InDesign.
- Right to work in Lebanon.
DESIRABLE
- Experience in working with an NGO in Lebanon on a similar role.
- Experience in working with children.
- Experience in conducting academic research.
- Be educated at Master’s level in a subject related to urban development or project management.

CONTRACTUAL DETAILS
Starting date: July 2021 (or nearest possible date)
Post duration: 12 months (3 months probation)
Location: Lebanon (mostly Beirut)
Salary: 14,300 – 19,300 USD (depending on experience)

APPLICATION PROCEDURE
Please submit a CV, a cover letter (max 2 pages) explaining your motivations to apply for the post and how your experience and skills fulfil the person specifications, and contact details for two referees (we will not contact them without your permission).

Applications need to be submitted by email to: riccardo.luca.conti@catalyticaction.org with subject line: Project Manager CA, by 7th June 2021.

The candidate will need to be available for interviews in Beirut or via Zoom (with a good internet connection) in the week starting on 14th June 2021.

Informal enquiries about the post can be made to Riccardo Conti: riccardo.luca.conti@catalyticaction.org

Please also consult CatalyticAction website at www.catalyticaction.org for further details on the charity’s work.