**Thematic (PPP) Project Manager**

**Organizational Context**

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world’s largest humanitarian organization, with a network of 191-member National Societies. The overall aim of the IFRC is “to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by National Societies with a view to preventing and alleviating human suffering and thereby contributing to the maintenance and promotion of human dignity and peace in the world.” The IFRC works to meet the needs and improve the lives of vulnerable people before, during and after disasters, health emergencies and other crises.

The IFRC is part of the International Red Cross and Red Crescent Movement (Movement), together with its member National Societies and the International Committee of the Red Cross (ICRC). The work of the IFRC is guided by the following fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

The IFRC is led by its Secretary General, and has its Headquarters in Geneva, Switzerland. The Headquarters are organized into three main Divisions: (i) National Society Development and Operations Coordination; (ii) Global Relations, Humanitarian Diplomacy and Digitalization; and (iii) Management Policy, Strategy and Corporate Services.

The IFRC has five regional offices in Africa, Asia Pacific, Middle East and North Africa, Europe, and the Americas. The IFRC also has country cluster delegation and country delegations throughout the world. Together, the Geneva Headquarters and the field structure (regional, cluster and country) comprise the IFRC Secretariat.

The IFRC Country Cluster Delegation for Central Asia is based in Bishkek, Kyrgyzstan and is part of the IFRC Regional Office for Europe (ROE). It also has a presence in Kazakhstan, Tajikistan and Turkmenistan. It supports the National Societies in Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan to collaborate, through formal and informal exchange platforms, exchange visits, and online and in-person meetings. The IFRC supports the National Societies on disaster risk management, health, community engagement and accountability (CEA), protection, gender and inclusion (PGI), cash and voucher assistance (CVA), Disaster Law, humanitarian diplomacy and positioning with authorities as auxiliaries in the humanitarian field, National Society Development including branch and volunteer development, leadership support and development, financial sustainability, and systems development. The IFRC also supports accountability as a cross-cutting theme.

Through the Pilot Programmatic Partnership (PPP) “Accelerating Local Action in Humanitarian and Health Crises,” IFRC, in close partnership with National Red Cross Societies in the EU (EU NSs) and through National Societies in the countries of humanitarian action (Host National Societies - HNSs), provides effective and adapted local response to communities in need, while increasing the reach, quality and impact of the unique network of local actors constituted by IFRC’s network of National Societies. The PPP Programme drives strategic leadership, serves as a catalyst for driving change, and demonstrates IFRC network’s interoperability while contributing to DG ECHO’s objectives as well as IFRC’s Strategy 2030 and Agenda for Renewal.

The PPP Programme is globally implemented in 24 countries of Africa, Americas, MENA, Asia Pacific, and Europe, including the Central Asian states of Kyrgyzstan and Tajikistan

**Job Purpose**

The PPP (thematic) Project Manager supports the IFRC delegation in Central Asia with overall project implementation, management, and coordination for IFRC-EU Pilot Programmatic Partnership (PPP) Programme “Accelerating Local Action in Humanitarian and Health Crises” in specific country where the position is located (Tajikistan). The primary responsibility of the position is day-to-day implementation of high-quality program activities, ensuring they are relevant, effective and efficient, including identification of country and partner needs, activity planning, budgeting, implementing, monitoring, and reporting to achieve impact and successful closure and/or transition. The PPP (thematic) Project Manager will closely coordinate and liaise with the Red Crescent Society of Tajikistan (RCST) headquarters and branches, Partner National Societies (PNS) in region, and IFRC CCD in Central Asia.

In order to enhance the Programme’s quality, impact and cost-efficiency and to ensure a people-centred approach, the PPP (thematic) Project Manager will work closely with HNS, PNS, and IFRC focal points to support integration of cash and voucher assistance as a key modality for humanitarian assistance and integrating risk communication, community engagement and accountability to ensure that communities are active partners at all stages of the programming cycle. Where and when possible, the PPP (thematic) Project Manager will encourage and facilitate innovative approaches and scale-up anticipatory action thus ensuring faster, more dignified approach to humanitarian interventions by predicting the onset and trajectory of crises and protecting affected communities with tailored and contextual support, as well as climate and environmental considerations.

PPP (Thematic) project manager will report to Country Cluster Programme Manager and will supervise the PPP Finance and Administration officer.

**Job Duties and Responsibilities**

**The PPP (thematic) Project Manager primary tasks will include:**

**Project management**

• Coordinate day-to-day operational management of the Programme in Tajikistan ensuring that specific objectives are met in timely manner, including support to RCST in timely implementation of activities and to achieve planned project results;

• Assist in ensuring efficient and effective management of the resources of the donor(s) in implementation of the project activities and ensure the funds of the project are used solely for the activities as described in the project description;

• Ensure that the project is implemented in accordance with all guidelines and procedures which are applicable under the existing project documents/agreements with the Donor and counterpart(s);

• Curate and work closely with the PPP Finance and Administration Officer to ensure sound financial management, monitoring, and reporting;

**Quality Assurance, Monitoring, Evaluation, and Reporting**

• Monitor all project activities in Tajikistan through regular field-visits to the project sites and timely produce respective reports, in coordination with IFRC CCD PMER Officer;

• Ensure that all narrative and financial reporting is submitted in timely manner, including quarterly and bi-annual financial progress reports jointly with the Finance Officer.

• Assist on budget monitoring, in order to prevent under and over expenditures and to ensure that all the project expenditures under the IFRC supported components are spent according with the prepared and agreed budget;

• Take responsibility to present and discuss proposed changes in project implementation and budget with IFRC CCD for CA;

• Produce and submit project reports to the Programme Manager and PPP Grant Coordinator according to the donor requirements, formats and deadlines;

• Ensure all project files, records, archives and databases are kept in good order and regularly updated;

**Partnership and coordination**

• Maintain a high level of collaborative partnerships with Red Cross and Red Crescent partners and other partners in relationship to the programme, including liaising with governmental authorities and other stakeholders on any project related issues to ensure coordination and proper achievement of tasks and objectives;

• Ensure that the IFRC CCD for CA is fully informed and updated when other external parties (counterparts, INGO’s, NGO’s & GO’s, donors, etc.) seek contact or correspond on any matters;

• Assist in development of new project concepts, elaboration of project designs, submission to donor(s), and further implementation according to the donor(s) requirements, formats and deadlines, including possible continuation of the Programme;

• Carry-out and support with preparing for country missions, including donor and technical focal points;

Undertake other programme related duties and responsibilities in due coordination with the line and technical managers.

**Education**

**Required:**

* University degree
* Further qualification in appropriate fields
* Proven English verbal and written English translation skills.

**Experience**

**Required:**

* Experience in working with humanitarian organizations
* Experience in administration / finance
* Three years’ experience of managing, training, supervising and supporting staff in field operations
* Proven good planning, designing, communication, management,
* Administration, budgeting and organisation skills for field operations.

**Preferred**:

* Experience in working with Red Cross and Red Crescent
* Administration, budgeting and organisation skills for field operations.

**Knowledge, Skills and Languages**

**Required:**

* Appropriate computer knowledge related to administration and finance
* Strong sense of responsibility and control
* Excellent interpersonal communication skills
* High capacity and ability to prioritise
* Flexibility, ability to work in a team in a supportive and cross-functional way
* Excellent knowledge on computer applications (windows, spreadsheets, word-processing)
* Fluently spoken and written English
* Other languages: Russian and Tajik

**Preferred:**

* Valid national driving licence (manual gears)
* Skills in training and developing staff
* Good command of another IFRC official language (French, Spanish or Arabic)

**Competencies, Values and Comments**

High degree of competence in National Society relations   
Results focus and accountability  
Teamwork  
Communications   
Professional Mastery   
Leadership  
Managerial effectiveness   
Travel in Tajikistan and occasional travel outside