

Position: Project Manager
ADRA Democratic Republic of Congo



–Terms of Reference–

BMZ - HR/ Project Manager / 001/RH/09-25.

Background: This is a job description (terms of reference) for the position of Project Manager for a project funded by BMZ in partnership with ADRA Germany. The position reports to the Program Director of ADRA Democratic Republic of Congo. The reporting structure is designed to address the complexities within the project's impact area. The Project Manager is responsible for regular communication with their counterpart at ADRA Germany regarding all project matters, while keeping ADRA DRC leadership updated.

N.B/ This position depend on the availability to funding from donors.

Essential Duties

The terms, description of duties and responsibilities described below are applicable to the position of Project Manager, responsible for the implementation of a project where implementing partners play a relevant role. The set of managerial duties include appropriate supervisory interaction with partners.

1. Strategic Direction and Project Management (60%)

- Take a lead role in planning and adjusting the project's design to ensure achievement of the project's strategic objectives.
- Lead, supervise, and manage the project team, providing a clear vision and strategic direction for project implementation and management.
- Provide managerial oversight of the work of the implementing partners in a constructive, supportive, and accountable fashion.
- Supervise, mentor, and support the technical and key personnel of the projects.
- Introduce innovative ideas and approaches to the thematic sector issues where relevant and identify opportunities for synergy and inter-sectoral cooperation.
- Ensure effective project management, including budget oversight and monitoring of projects' progress towards achieving results, including appropriate interaction and oversight with implementing partners.
- Identify partnership and collaboration strategies with NGOs, Government authorities, and the private sector (if applicable) that might enhance expected results.
- Prepare annual work plan, procurement plan, and budget according to donor rules and regulations and program needs.
- Ensure compliance with all relevant administrative and financial policies and procedures of the donor and the country office.

- Ensure that annual work plan, quarterly and annual reports are produced and delivered on time and in high-quality reports which meet donor and ADRA Germany requirements, and the requirements of ADRA DRC.
- Provide, on a regular basis, programmatic and management updates to ADRA DRC and the Support Office related to the Supervised Portfolio (ADRA Germany)
- Ensure systematic and effective implementation of the project through including, but not limited to, regular field visits to accessible field offices and project locations and implementing corrective measures to keep the projects on the right track for achieving the planned results.
- Represent supervised Portfolio interest at ADCOM when required.
- To represent ADRA DRC when required by the Country Director, Finance and Administration Director, and/or Programs Director.

2. Networking and Partnerships (10%)

- Ensure that the project has effective and appropriate representation on national, regional, and international forums.
- Participate and/or contribute to relevant conferences, workshops, and meetings that will enhance project representation and knowledge sharing.
- Represent the project at regional and other technical meetings as relevant, keeping up to date with developments in the external environment.
- Establish and maintain professional relationships with Government authorities/ministries and departments, UN agencies, and NGOs involved, and actively participate in coordination meetings.
- Ensure strong communication and coordination with other Health, Nutrition, and WASH INGOs, NGOs, and UN agencies operating in the country and/or target province.
- Liaise and coordinate with staff from other sectors/programs within ADRA DRC to ensure the project benefits from such interactions.
- Correspond and coordinate with other relevant organizations on the different thematic sectors to share knowledge and voice input in the formulation of policies, if appropriate.
- Maintains cordial relationships with the SDA structures in the province (Union, Mission, and local churches). Generates and shares reports adequate for the SDA audiences and participates in conferences if appropriate and required.

3. Human Resource Management and Development (15%)

- Actively participate in hiring, managing, and providing guidance to all project staff to ensure that project targets are met.
- Provide leadership and adjust the organogram as needed to ensure effective management and supervision.
- Create opportunities for staff development in coordination with the Human Resources area of ADRA DRC.

- Foster a learning environment among the team members, encouraging innovation and sharing of ideas across the relevant thematic sectors.
- Ensure appropriate training and capacity building activities for staff members, to support high-quality program implementation at field sites.
- Conduct capacity building for international (if applicable) and national staff in grants management, spending tracking, and compliance

4. Monitoring, Evaluation, Accountability and Learning (15%)

- Supervise and guide the Monitoring, Evaluation, Accountability and Learning (MEAL) to lead all project monitoring, evaluation, learning and dissemination efforts.
- Ensure good practice by supporting the development of strong MEAL mechanisms and identifying gaps in the standards of delivery of Supervised Portfolio through a robust monitoring process.
- Ensure that the program monitoring tools and system are in place to ensure high-quality implementation by partners.
- Assist in the periodic review and evaluation of projects at field sites.
- Identify and carry out operational research related to the project and proper dissemination of results.
- Ensure that relevant technical materials are made available and that appropriate dissemination takes place.
- Ensure project and other relevant data are used for decision-making to guide adjustment of project activities or strategies for effective implementation; and
- Ensure that the MEAL team completes timely submission of all program reports, documents and program publications including scientific papers for peer review journals as necessary.

5. Required Qualifications

- Bachelor's degree in a relevant discipline, master's degree preferred,
- At least seven years of international work experience in relief programs; regional and emergency programming experience preferred. Extensive work experience in African contexts preferred.
- Advanced knowledge of the Development and Humanitarian sector policy and programs,
- Demonstrated experience leading and managing diverse teams.
- Excellent leadership, advocacy, and interpersonal skills with expertise in program and staff management and capacity development.
- Technical skills of program design, supervision, and data utilization for decision-making is required.
- Excellent oral and written communication skills in English, knowledge of French is also preferable

- Excellent presentation skills, including policy briefing.
- Demonstrated skills in process facilitation and coordination with high standards.
- Ability and willingness to travel both domestically and internationally.
- Demonstrated strong experience in capacity building of national and international staff
- Ability to work well under administrative and programmatic pressures. Flexibility to adapt to changing requirements
- Commitment to the ADRA's mission, purpose, and values

7. Preferred Qualification

Prior experience as Project Manager of BMZ or other German and/or European-funded projects

✓ We offer:

- Contract length: 12 months renewable yearly depending on performance and funding. Preliminary 3-month probation period. The length of the Project is 4 years.
- Designation of Duty Station: Goma, North Kivu.
- Start date: **January 2026**
- Competitive Salary and contractual conditions

8. How to Apply

We invite you to post your CV in Microsoft Word format in English (compulsory mention of the position title in subject of your application): «BMZ - HR/ Projet Manager/001/RH/09-25.

Your application letter (in English) via CD@adradrcongo.org no later than October 31st,2025.

- ✓ Provide us with three references in connection with your previous employments;
- ✓ Only prequalified candidates will be invited.

Qualified woman are encouraged to apply!



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