

AVSI Foundation -ETS

Project Manager

Closing date 7 Sep 2025

Aim of the position

The main role of the Project Manager is to provide overall project management with technical expertise to all activities relating to the implementation of the project "Action in response to the emergency in Goma", financed by AICS.

Reporting to

1. Directly report to the Country Representative (1st Supervisor) and to the Regional Manager (2nd Supervisor).
2. Functionally report to donor/thematic focal point/s for each specific sector and donor.

Main Tasks and responsibility

- Supervise and have the final responsibility for the implementation of all the project activities in accordance with the projected/approved proposal, budget, financial planning and time schedule;
- Be responsible for the achievement of all project targets and key performance indicators;
- Contribute to the recruitment, orientation and training of the project staff;
- Coordinate project staff, strengthen their capacity, autonomy and sense of responsibility; and contribute to their further professional development;
- Be responsible for the compliance with all AVSI and donor procedures (especially concerning procurement, logistics, safety and administration of the project) in concert with Operations Manager and Country Representative;
- Ensure quality and sustainability of project results through strategic and operational planning, monitoring, evaluation and learning (continuous improvement);
- Promote nexus and synergy with other national and international projects, programs, interventions;
- Elaborate narrative reports and proactively support the preparation of financial reports including the collection and verification of the relevant project documentation;
- Elaborate any other reports as required by AVSI, local authorities and the donor;
- Maintain and develop proactive relationships with partners, local authorities and with all stakeholders involved;
- Periodically interact with HQ focal points for coordinating and sharing new strategies, innovations, lessons learnt, criticalities, trainings, workshops etc, including regarding donor and partner relations;
- Share within AVSI worldwide network the most significant experiences and lessons learnt together with the thematic focal point;
- Represent AVSI in relevant sectorial coordination structures (i.e. Clusters) and other meetings at provincial/national level;
- Identify new funding proposals also with other donors and program;

- Carry-out any other duties and/or responsibilities assigned by the supervisor.

Essential Requirements

- *Education*: Bachelor's degree in Economics, Management, Entrepreneurship, Development Studies or other related fields of study from a recognized university.
- *Work experience*: at least 2 years of experience in development/Humanitarian context.

Required skills and experiences

- Master's degree in relevant field would be an added advantage;
- Knowledge/expertise in humanitarian interventions;
- Proficient knowledge of the standard IT software;
- Experience in community-based approaches in project implementation;
- Strong organizational skills and able to coordinate and manage a diverse array of activities and stakeholders;
- Excellent communication skills. Fluent in Italian, French and English (both oral and written);
- Strong negotiation and mediation skills and ability to work independently;
- Report writing and computer skills in word processing, spreadsheets, power point presentation and Internet;
- Experience in conducting surveys, managing data and statistics is desirable;
- Willingness to travel and work in rural areas for most of the time.

How to apply

Please go on our website avsi.org and apply