



VACANCY: PROJECT MANAGER

AN OVERVIEW

Established in 1949, SOS Children's Villages is a dynamic social development international organization working globally to meet the needs and protect the interest and rights of orphaned and vulnerable children. In Nigeria, SOS Children's Villages was established in 1973 after the civil war as an affiliate of SOS Children's Villages International which is a federation of over 130 SOS Children's Villages Associations world-wide. We build families for neglected, abandoned or orphaned children, we help them shape their own futures and we share in the development of their communities. In fulfilment of our expansion project, we urgently require skilled individuals to fill the following vacancies for a project.

The project aims to enhance the childcare and protection system in Borno, Edo, and Plateau States, as well as at the national level, by implementing the Child Rights Law and Quality Alternative Care Guidelines, while also reducing child abuse and exploitation through strengthened state protection structures and community safety nets for vulnerable children.

The eligible candidate is required to possess the under listed skills in addition to role specific requirements.

- Understanding the NGO/INGO sector.
- Excellent understanding of children's rights and child protection issues.
- Awareness and basic understanding of issues affecting orphans & vulnerable children, such as the causes of vulnerability (e.g. HIV & AIDS, gender discrimination, poverty, etc.), local and national responses, etc.
- Excellent command of written and spoken English – other languages, an asset.
- Strong analytical and reporting skills, including ability to identify problems and possible solutions, and ability to clearly reflect these in a report.
- Good communication skills and People development skills, including facilitation, coaching and mentoring skills, to build the capacities of co-workers from partner organizations; as well as of children and their care-givers, and other community members.
- Collaboration skills, being driven to work with others and able to build strong working relationships community members and groups.
- Fluent in at least one of the local languages spoken in the Programme's target communities.
- Ability and willingness to travel as required within and between project/programme locations.
- Ability to work successfully in a cross-cultural, team-based environment.
- Strong use of MS Office Word, Excel and PowerPoint, Office 365.

JOB DESCRIPTION

The Project Manager will be the primary coordinator and manager of the consortium, acting as the focal point for all consortium-related activities. This role requires a highly organized and proactive individual who can ensure the quality implementation of program objectives while managing relationships with various stakeholders, including consortium partners, government authorities, and donors.

Key Responsibilities:

The selected financial professional will be responsible for:

1. Overall Coordination and Management:
 - Serve as the primary contact for the consortium, facilitating communication and collaboration among all partners.
 - Lead regular consortium meetings, ensuring effective engagement among stakeholders and addressing any concerns proactively.
 - Develop and implement project work plans, ensuring alignment with the consortium's goals and objectives.
2. Program Implementation:
 - Ensure high-quality delivery of program activities in accordance with the agreed-upon standards and timelines.
 - Provide strategic guidance and support to consortium staff to enhance capacity and effectiveness.
 - Monitor project progress against milestones and deliverables, making adjustments as necessary.
3. Budget Management:
 - Oversee the financial management of the consortium, ensuring adherence to budgetary guidelines and donor requirements.
 - Work closely with financial staff to prepare reports and documentation as required by the funding agency.
4. Performance Management:
 - Develop and implement performance management systems to track the effectiveness of consortium activities.
 - Conduct regular assessments and evaluations of program initiatives to ensure alignment with overall goals.
5. Monitoring & Evaluation (M&E):
 - Establish M&E frameworks and indicators in collaboration with consortium partners.
 - Coordinate data collection, analysis, and reporting processes to ensure timely and accurate project updates.
6. Partnership Management:
 - Foster strong relationships with consortium partners and facilitate collaboration to leverage resources and expertise.
 - Address partnership conflicts and challenges in a constructive manner, ensuring effective communication and resolution.
7. Stakeholder Engagement:
 - Maintain regular contact with external stakeholders, including government authorities and working groups.
 - Represent the consortium at relevant meetings and events, advocating for the program and its goals.
8. Donor Relations:
 - Maintain transparent and effective communication with the donor, providing regular updates and reports on project progress.
 - Prepare and submit funding proposals and reports as required by the donor agreements.





9. Data Confidentiality: Understanding data confidentiality principles is compulsory. Treat donor information gathered confidential and secure.

10. Safeguarding Policy: Support in ensuring that all tasks are in compliance with the Safeguarding Policy Implementation in the Organization.

Qualifications:

- Bachelor's degree in project management, International Development, or a related field (Master's degree preferred).
- A Project Management Professional (PMP) certification would be an added advantage.
- Proven experience in project management, preferably in a consortium or multi-stakeholder environment.
- Strong understanding of budget management, M&E practices, and performance management systems.
- Exceptional organizational skills and attention to detail, with the ability to manage multiple priorities under tight deadlines.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with a diverse range of stakeholders.
- Proficiency in project management software and tools.
- Knowledge of relevant sectoral issues and challenges related to the consortium's focus areas.

Skills and Competencies:

- Leadership and team management capabilities.
- Strategic thinking and problem-solving skills.
- Cultural sensitivity and the ability to work in diverse environments.
- Commitment to ethical project management practices and transparency.

Application Details

Interested candidates should submit their CV and a cover letter on or before March 14, 2025, outlining their relevant experience and motivation for applying.

SOS Children's Villages is committed to creating and maintaining a caring and protective environment, which promotes its core values, and prevents and addresses all forms of abuse and exploitation. We strongly condemn all forms of child abuse and exploitation, be it within or outside of our organization, and always respond to any case of proven, alleged or attempted abuse within our sphere of influence according to its nature.

SOS Children's Villages is committed to creating and maintaining a safe working environment for our staff, the children and young people and the communities that we work for. The organization prohibits harassment, exploitation and abuses by or of any employee, supervisor, manager, child, young people, community, contractor, applicant, or other individual with whom SOS Children's Villages employees come into contact by virtue of their work. All employees are expected to carry out their duties in accordance with our prevention and protection against Sexual Harassment, Exploitation and Abuse policy.

In addition, SOS Children's Villages apply a zero-tolerance concerning any fraud situation. The organization does not charge a fee at any stage of the recruitment process.

All successful candidates will be required to undergo background checks.

