

CONSERVATION INTERNATIONAL STANDARD JOB DESCRIPTION

Job Title: Project Manager
Career Track: Individual Contributor

Job Number: TBD
Job Family: Program

Pay Band: 3/Manager

Position Title: Samoa Kiwa Project Manager

Overtime Eligibility: N/A

Department/Program/ Location: Samoa

Supervisor: Kiwa Senior Project Manager

SUMMARY

Conservation International has been awarded a regional project under the Kiwa Initiative entitled “Restoring Ecosystems for Sustainable, TransfOrmative and REilient Communities (RESTORE).”

The Project Manager oversees small to moderate size conservation projects or components/phases of a larger project. S/he oversees all aspects of the project over the entire project cycle. This includes project planning, implementation, tracking and reporting on deliverables and project status.

The Project Manager works to ensure project results meet project standards and project deliverables are completed on time and within budget. S/he establishes the project work plan including staffing and capacity building needs. Not responsible for directly supervising others but leads small ad-hoc teams and acts as a technical resource to others. Duties are performed under general direction.

KEY RESPONSIBILITIES

- Gather, develop and share project information, actions plans and deliverables with internal and external project stakeholders. Support project bids as assigned.
- Ensure partner/stakeholder standards and interests are represented and incorporated into project deliverables. Review for compliance with partner/donor agreements.
- Function as a key project information source and advisor. Represent CI and ensure effective communications and information sharing between all partners and stakeholders.
- Oversee the overall implementation of assigned project(s).
- Monitor project progress and provide technical advice on the project’s management.
- Identify trends and corrective actions to resolve problems and ensure future project efficiencies. Help identify tools, resources and training that will facilitate project success.
- Manage the preparation of reporting summaries and project narratives. Collaborate with HQ and Program finance and operations staff on project financial reporting.
- Perform related duties as assigned.
- Draft Terms of Reference (TOR) for consultants and service providers
- Assist in the procurement process, including reviewing proposals and participating in selection committees

ADDITIONAL RESPONSIBILITIES

Include other duties unique or specific to the position. Responsibilities listed in this section must complement above key responsibilities and not exceed 25% of the overall job duties.

- Teamwork is an advantage support other Program Manager with activities that compliments or aligns with this project.

PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES

- Does not have direct supervisory authority but provides feedback on team member and/or contract/partner staff and support personnel performance.

- Act as a technical or subject matter expert to peers and other staff.
- Manages an individual budget but decisions that bind or commit CI are approved by immediate supervisor.
- Responsible for managing some public or private funds, monitoring results, and recommending follow-up action. Reviews for understanding and compliance with donor agreements.

QUALIFICATIONS

- Master's Degree or Bachelor of Science, Environmental Management, or Marine Science etc,
- At least 4 - 6 years related work experience in project management, including planning and budgeting.
- Understanding of the economic and environmental issues facing developing countries and the local communities strongly preferred.
- Ability to diagnose problems and identify solutions.
- Strong organization and time management skills.
- Team player and able to work effectively with diverse works groups in a multicultural environment.
- Solid written and verbal communication skills. Proficient in written and spoken English.
- Ability to work well under pressure, multitask, set priorities, and deliver quality results.
- Comfortable working in a fast-paced environment with changing priorities and under general supervision.
- Project Management Certification

ADDITIONAL QUALIFICATIONS

List additional required or preferred qualifications specific to the position.

- *Good understanding of Samoan cultural protocols in village communities or district level*
- *Speaks and writes fluently in English and Samoan*
- *Diploma in Project Management is an advantage*
- *Knowledge of mangrove and coral reef restoration techniques*
- Experience in community-based conservation work
- Strong facilitation skills, with the ability to lead consultations and workshops effectively

WORKING CONDITIONS

- Periodic travel to project site and other office locations.
- Comfortable working out of doors for extended periods.
- Ability to work outside the normal work schedule to meet project deadlines.
- Driver's License

Acceptance/Approval of Job Description			
	Name (please print)	Signature	Date
Employee			
Manager			
Division Head			
Human Resources			