

PMU is looking for a Project Manager (PM) for the SSV-project (Survivors of Sexual Violence) at Panzi Hospital, Bukavu DR Congo

PMU is in the process of rolling out the next phase of an important ECHO funded project at Panzi Hospital in Bukavu, eastern DR Congo, targeting victims of sexual violence. These activities are a continuation of an ongoing series of projects, which commenced in 2004. The position as PM is crucial to ensure appropriate quality of the project in relation to PMUs donor.

PMU is looking for an experienced person with unique skills in working in an extreme environment with both political and security challenges in eastern DRC. The PM needs to be flexible and pragmatic whilst clear and confident in the role as a leader. As an experienced PM, you will be part of an already existing project staff team, which you will also lead on a daily basis. Previous documented field experience in leading positions is hence essential.

The PM should have relevant education and experience of field work. The PM should also have a strong ability to handle intercultural relationships as the position will be based in a Congolese environment. As the role involves planning and reporting responsibilities, the PM needs to be confident in oral communication and writing especially in French but also in English. Previous experience of working with civil society organizations and / or international development cooperation is important. As implementing partner of the project is a national church denomination, knowledge and understanding of the importance of the role of the church in the society. Through this position, there is a great opportunity for the PM to contribute with their knowledge to improved conditions for women who are extremely vulnerable and exposed to sexual violence.

Function

Under the supervision of the Head of Unit – Western and Central Africa, PMU, the PM is responsible for managing the SSV-project at Panzi Hospital in Bukavu, DR Congo.

As Project Manager you are responsible for the coordination of all project activities through efficient use of resources and in compliance with internal/donor/s procedures in order to guarantee the optimal quality of activities.

Your main duties will be:

- Ensure the implementation of the project and its monitoring in close collaboration with the management of Panzi Hospital and Panzi Foundation
- Continually evaluate and adapt the project to actual needs in collaboration with PMU Head of Unit
- Guarantee the feedback and quality of the data collection process at the project level to the project, hospital and to PMU
- Implement internal monitoring and evaluation mechanisms and follow up on recommendations
- Ensure that administrative, financial systems/procedures and logistics are in place, maintained and adhered to in the project
- Anticipate and ensure compliance with donor requirements, implement the necessary measures
- Ensure that expenditures are made within approved budgets
- Compile and write regular reports on project activities and communicate them to the Head of Unit and Panzi Hospital
- Act as a point of contact with PMU and other donors and visitors in close connections with the hospital
- Guarantee the filing, archiving of documentation, and the security of data produced within the project

As PM for the SSV-project you respond for the project activities to the Medical Director for Panzi Hospital. You are ultimately responsible for management of the project and staff. By your side, there is a medical responsible manager and other key persons in charge for the daily running of the project. On PMU level, you will be part of the Central & Western Africa team. As employee, you respond to PMU Program Staff Manager.

Activities and duties may change depending on the context.

Desirable qualifications

- Master's degree in: political science, development, management, legal, etc or other relevant higher education or similar.
- Experience of at least 5 years in financial, logistics and human resources coordination positions, previous field experience is essential
- Knowledge in budgeting and budget monitoring tools, financial justification and logistics and HR tools and procedures
- Experience from working with humanitarian aid and/or development cooperation • Proven experience in MEAL (Monitoring, Evaluation, Accountability and Learning)
- Proven experience in humanitarian project cycle matrix and project design, planning, monitoring and evaluation tools (LFA, ToC, etc.)
- IT: good knowledge in Office package. Saga software is an asset
- Language: experienced knowledge in French and English, good level of both written and oral communication. Knowledge in Swedish is desirable
- Excellent writing skills
- Contextual knowledge from the region and/or a sense of contextual understanding
- Excellent interpersonal skills together with a sense of teamwork • Effective and clear communication skills
- Experience from working in crisis situations and ability to manage own stress and that of the team

About PMU

PMU is the Swedish Pentecostal churches' organization for development cooperation and humanitarian aid. PMU conducts humanitarian responses, in parallel with our development and communication work with support from primarily Sida (Swedish International Development Agency) but also from other donors, including Radio Aid, Swedish Embassies and ECHO. PMU supports local partner churches and aid organizations in more than 30 countries. PMU are currently implementing 15 humanitarian operations in 11 countries. As a Project Manager, you will be based in Bukavu, DRC. The PM will be part of a team of committed colleagues, in both Bukavu and Stockholm.

Other information

Place of work and living: Bukavu, DR Congo

Contract period: 12 month from 1st of May 2022, with possibility of extension. Desirable start as soon as possible, not later than 1st of May 2022.

Appointment is made under condition that funds are granted.

The process of interviews starts from the time applications are received.

For more information regarding:

Project

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Employment

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Send your application including CV and personal letter to dag.bohlin@pmu.se,
or to postal address:
PMU, Att: Dag Bohlin, Box 15144, 167 15 Bromma, not later than 28th of March 2022.