

	<ul style="list-style-type: none"> • Ensure proper documentation of the partner and properly maintain project-related documents and relevant records and reports • Ensure proper oversight of the budget and financial planning and management of the project in accordance with Caritas Switzerland's standards and regulations (with support from the local financial team as well as HQ of Caritas Switzerland) <p>Further tasks:</p> <ul style="list-style-type: none"> • Visit other projects and coordinate with other partners for project management and monitoring purposes, depending on the needs (Humanitarian project, MSD project, etc.) • Proactive engagement, e.g. if revisions are needed, proactively communicate with the Country Director and suggest corrective actions when needed • Monitor closely the general humanitarian and security situation in the project locations • In coordination with the Security Advisor and other security stakeholders, ensure risk management in relation to the implementation of activities and with all partners • Analyse and report on any difficulties, challenges or security incidents related to the project • In case of need and upon request, assist in drafting new project proposals, including needs assessments, mapping exercises, reports • Coordinate and liaise with local authorities in the project areas • Exchange information and coordinate with other actors and stakeholders (concerned UN agencies, the governmental bodies etc.) in coordination with the Country Director • Participate and represent Caritas Switzerland in relevant coordination group meetings, cluster meetings and donor meetings at State level and report back to the consortium partners on key decisions and outcomes • Facilitate missions from HQ and technical consultants • Assist the Country Director in monitoring the Caritas Switzerland country program as requested
<p>Essential requirements & qualifications</p>	<p>Education:</p> <ul style="list-style-type: none"> • Master's Degree from an accredited university in Rural Development/ Development Studies/International Studies/Humanitarian Studies, or related fields <p>Requirements:</p> <ul style="list-style-type: none"> • At least 5 years of experience in a senior position with INGO in an international working environment and with demonstrated leadership experience • Demonstrated knowledge and experience in monitoring and evaluation (M&E) • Experience in project cycle management • Demonstrated experience in coordination of partners • Experience in Disaster Risk Management (DRM) projects and working with local committees • Knowledge of crosscutting themes such as conflict sensitivity and gender mainstreaming • Experience in liaising with government authorities at central and local level • Highly organized with excellent attention to detail • Ability to multi-task, set priorities and work under tight schedules • Commitment to meet deadlines • Well-developed analytical skills, capacity for synthesis • Able to work independently under minimum supervision • High degree of work ethics and strong management skills (such as managing several work streams simultaneously, adhering to reporting schedules, etc.) • Cultural-sensitivity and strong inter-personal skills, team-player

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