



Terms of Reference (ToR)

Job code:	HF05020921	Wednesday, 15 September 2021
Job Title:	project manager	
Duty station	Turkey, Erenler, Sakarya	work nature: Full-time
Line Manager:	Programs Manager	
Number of vacancies required: 1		

About Horan Foundation

Horan Foundation (HF) is a non-governmental, non-profit making, national organization. It was established in May, 2012 in response to the humanitarian needs resulting from the current situation and the humanitarian crisis in Syria to alleviate the suffering of the Syrian. HF operates in different sectors, implementing various projects and programs.

Job Details

Job Summary:

The Project Manager will work under the direct supervision of the Programmes manager. He/She will be responsible for supporting the implementation of project activities. He/she need to coordinate and communicate regularly with the Foundation's implementing partners and stakeholders in order to ensure effective and professional implementation of the program in addition to cooperating with other departments of the Foundation such as: the logistic section, media, finance, and human resources to ensure appropriate, organized, well-planned and effective implementation.

Main Responsibilities and Tasks :

- Coordination and supervision tasks for daily planning, implementation of project activities, reporting and updates of project activities.
- Overseeing the completion of the needs assessment in addition to participating in any other assessment or survey in the region to ensure that project activities and priority needs of the region and the targeted communities are met effectively and efficiently.
- The main link between the organization and the beneficiaries on the one hand, and between the organization and the local authorities on the other hand to ensure effective communication and coordination.
- Communicate effectively with the project management regarding all issues related to project implementation activities.
- Conducting and facilitating project meetings with stakeholders, local councils, suppliers and beneficiaries.
- Representing the organization in dealing with local councils and any other authorities or operating actors depending on the need.
- supervising project assistants to facilitate project implementation in accordance with the schedule, quality standards outlined in work plans, contracts with donors, and related internal protocols.
- Ensure that relevant reports are properly assembled and sent to the project manager on time, using appropriate tools.
- Communicate and collaborate daily with the M&E team in Turkey to facilitate implementation of M&E activities related to the project
- Responsible for developing strategic planning for all related projects.
- Responsible for reporting any accident that may affect the progress of project activities and documenting them correctly.
- Prepare a weekly report on the confrontation matters and share it with the program manager
- Assist in other project related activities, upon request of the program manager in Turkey.

Qualifications / Technical Skills:

- **Minimum university degree in a related field**
- **Work experience in the sector, with beneficiaries or within community training programs.**
- **Experience in project management, implementation, supervision, planning and reporting, preferably in the context of the humanitarian / development sectors.**
- **Knowledge of the humanitarian context that affects societies in Turkey.**
- **Proficiency in working with Microsoft Office programs, especially Word, Excel and Outlook.**
- **Good command of the Turkish, English and Arabic language, experience in humanitarian organizations is desirable."**
- **The applicant is required to hold Turkish citizenship**

Interpersonal, Communication and Coordination Skills:

- "• **Excellent problem- solving skills;**
- **Excellent organization and coordination skills and capacity to prioritize, communicate effectively, and meet deadlines;**
- **Ability to cope with a challenging and constantly-evolving humanitarian work environment, often under pressure;**
- **Ability to establish and manage effective working relationships with colleagues, managers and external partners, other I/NGOs, and community representatives;**
- **A strong commitment to humanitarian relief and disaster operations.**