

Project Manager

Vacancy notice ref. no 2023/03 (ENG)

General Information

INTERNET ACCESS FLAGSHIP: Rural Empowerment through Digital Inclusion (REDI) is an EU funded project that Solidarity Fund PL in Georgia (SFPL in GEO) will begin implementing on December 1st, 2023, together with our partner - the e-Governance Academy from Estonia (eGA).

By virtue of its innovative approach, this action will reduce the existing digital division and include those traditionally left behind by improving access to affordable digital infrastructure and developing digital literacy skills in rural areas of the target regions of Imereti, Guria, Racha-Lechkhumi and Kvemo Svaneti and possibly Kakheti.

When it comes to the development of the connectivity infrastructure, **first of the two main directions of the project**, it will be implemented as a follow-up of the Open-Net Programme's project "Log-in Georgia" and will focus on providing access to the Internet and technology to inhabitants of rural areas from ≈200 selected villages from target regions with a minimum effort required (via public spaces of the greatest social impact (i.e., schools, kindergartens, ambulatories, libraries, village administration, outdoor pavilions - *panchaturi*, local shops, etc.)) and at the minimum cost, so that it is affordable and at the villagers' fingertips.

The second direction of the action centres around promoting digital literacy in the inhabitants of the rural areas of the selected target regions. This will be done in coordination with and by increasing the impact of the already existing educational programmes implemented by the "Log-in Georgia" project and the Communications Commission (ComCom). Approx. 25 Digital Rural Hubs (DRH) will be created to be used for the purpose of enhancing digital skills of the rural population. Some of them will be set up by expanding the existing ones, while others will be in completely new locations, closer to the villagers, which will make them more accessible. Furthermore, mobile training buses with IT trainers, equipped with laptops and with Internet, will be visiting the areas with no IT-equipped training classes.

Overall characteristics

Job title:

Project Manager for the project REDI: Rural Empowerment through Digital Inclusion (REDI)

Functional grade:

Senior Specialist

Functional objectives:

To plan and execute implementation of the 5.5 mln EUR project cycle management (PCM) in the field of reducing the digital gap.

To oversee project staff, who coordinate field activities, to ensure that work is completed on time and within budget, to a high standard.

To provide leadership to risk management, monitor finances and ensure each phase of the project is started and completed on time.

Working hours:

- The regular working hours consist of 40 mandatory hours per week.
- 75% of the regular working hours is to be performed from Monday to Friday, from 11:00 to 17:00 physically at the office (30 hours in total).
- 25% of the regular working hours are to be performed at time, space, and form preferred by the Employee.

Employment conditions:

Employment contract for the probation period (6 months) with a prospect of a long-term contract if performance is satisfactory.

Employment location:

Solidarity Fund PL branch office in Georgia,
20, Chavchavadze Avenue (Vake district)
0177, Tbilisi, Georgia

Job description:

Project Manager leads and manages the project's staff, including those responsible for coordinating field activities. Project Manager is responsible for planning and executing the implementation of the project cycle management (PCM), which involves the execution of technical and operational support, planning of events, procurement preparation and implementation, selection of foreign and local experts, report preparation, risk management and finance monitoring. This is a position of responsibility that requires the ability to report to higher management, work closely with international and local partners, plan and manage each phase of the project according to the schedule, agilely, to a high standard and with respect for SFPL internal procedures. This position also requires execution skills to ensure project administration is run thoroughly while organizational, administrative & logistical arrangements are in place.

Tasks and responsibilities:

In the field of project & staff management

- Plans and executes implementation of the project cycle management (PCM) for the project REDI: Rural Empowerment through Digital Inclusion (REDI). This includes:
 - o Ensuring that the internal Project Cycle Management (PCM) is followed according to the donor (the EU) requirements, and accordingly PCM documents are prepared, approved by the Country Director and archived.
 - o Ensuring that each phase and all activities of the project are implemented according to the Schedule (Action Plan), and revised (if necessary) with a prior approval of a donor (the EU).
 - o Ensuring that all logistical, organizational and administrative arrangements needed to implement the project are in place.

- Regularly performing Market Research and Call for Service to ensure the goods, services and construction works over 10k GEL are purchased in line with Solidarity Fund PL Procurement Policy and contracting rules imposed by a donor (the EU) ensuring transparency and competitiveness.
- Maintaining regular contact and collecting reports from international and local partners.
- Informing Country Director and Liaison Officer of any changes against the grant agreement signed with the donor, and namely full proposal, schedule, budget.
- Drafting and reviewing REDI reports to the EU based on the annual reports prepared by the Grant Administrator, once comments from senior management (Country Director and/or Warsaw HQ) are received.
- Manages project staff and supervises the members of project team, and in particular:
 - Consulting project team on the field activities in order to ensure the work is completed on time, within budget and to a high standard.
 - Informing Finance & Administration (F&A) team on the donor requirements in terms of grant administration and ensuring the procedures are followed and in line with Solidarity Fund PL internal processes.
 - Performing regular internal monitoring of the team workload and progress, grant administration, and state of spendings.
 - Obtaining regular information on the state of spendings from Finance & Administration (F&A) team.
 - Informing Liaison Officer on the monthly basis about the project progress and any potential risk(s) against Schedule (Action Plan) and Budget.
 - Cooperating closely with the Liaison Officer to ensure that the Steering Committee is well informed on the project progress.
- Manages risks and internal M&E, in particular:
 - Monitors implementation progress of the REDI project, with particular focus on meeting indicators, outputs and outcomes on-time and within the budget.
 - Works on achieving results and monitoring project activities based on the logframe and indicators in OPSYS.
 - Monitors proper recording of indicators, outputs and outcomes in the OPSYS by the Grant Administrator.
 - Provides leadership to risk management, which involves managing the risk(s) if problems appear, following consultation sought with the Country Director (if needed).
 - Regularly performs budget monitoring, which involves collecting financial information and prognosis from the project staff and updating the budget monitoring template; reporting to the Financial Manager and Country Director (if required) on the state of spending and estimation of expenses in the upcoming months.
 - After data consolidation with the Financial Manager, informs the Liaison Officer and Country Director (if needed) of the cash flow and expected installment schedule (and changes).
- Performs other tasks as required.

Minimum eligibility requirements:

- Higher education diploma;

- Previous project direction/management experience (including budget preparation and monitoring, financing, etc.) (min. 5 years);
- Proficient knowledge, oral and written, of the English and Georgian languages;
- A good understanding of the digital divide issue and the local context in target regions (Imereti, Guria, Racha-Lechkhumi and Kvemo Svaneti and Kakheti (tbc)).

Competencies:

- Eye-on-detail;
- Stamina to execute tasks from team members and take responsibility for the entire team;
- Ability to work under tight deadlines and multi-tasking;
- Dilligence & patience while administering projects according to internal procedures;
- Teamplayer, who enjoys sharing and collaborating within and beyond the organization with partners of different backgrounds and capacities;
- Willingness to work for and grow within an international non-profit organization;
- Respect towards others;
- Ability to communicate effectively in the local context.
- Previous experience in M&E and knowledge of OPSYS will be considered an advantage.

What do we offer?

- ✓ Stable employment in a leading non-profit organization in Europe working towards sustainable development in the Eastern Partnership region.
- ✓ Career growth within the organization's structures.
- ✓ Ability to gain experience in international settings.
- ✓ A motivated and supportive team of local and international colleagues driven to make a difference in Georgia.
- ✓ Comfortable working conditions and monthly paycheck of 3658 GEL per month net during the probation period with a prospect of remuneration growth (if the performance is satisfactory).

Interested candidates are requested to send their CV (max. 2 A4 pages) and a brief (max. 1A4 page) cover letter no later than 12th of November 2023 via e-mail to: georgiarep@solidarityfund.pl with reference number "Vacancy notice ref no. 2023/03 (GEO)". We reserve the right to complete the recruitment process earlier.

**Keep in mind that the selected candidate is expected to begin work with the start of the project on December 1st, 2023.*

Interested? Send your CV and cover Letter no later than 12th of November 2023 as instructed above.

Solidarity Fund PL will contact only short-listed candidates. Solidarity Fund PL do not return submitted documents.

Personal data protection in the recruitment process

We process your data for recruitment purposes only. Your application documents ought to include data required by labour law. Without sharing the abovementioned data, we will not be able to conduct the recruitment process and consider your application.

Sharing any additional data is voluntary and will be processed based on your consent, expressed directly by sending application documents to us.

We process your data provided in connection with the recruitment process:

- for the purposes of the recruitment process, to comply with legal obligations regarding employees recruitment process,
- based on your consent, if you voluntarily share additional data not required by any applicable law,
- if you grant your consent, for the purpose of using them in the future recruitment processes,
- to verify your qualifications and skills, which is our legitimate interest,
- to assert claims of defend against claims, which is our legitimate interest.

After submitting your application, your personal data will be processed for the period necessary to conduct the recruitment process, but in no event no longer than for the period of 12 months or until you revoke your consent. After an open role is filled to avoid any disagreement between you and us, we will store your data for the purpose of securing any claims until the limitation period expires.

If you submit your application to participate in the future recruitment processes, we will process your data until you revoke your consent, but no longer than for the period of 6 months.

As we are the branch of the Solidarity Fund PL with the headquarters in Poland, the data may be transferred to Poland (but only for the purposes of the recruitment process you are applying to).

The data may also be made available to our providers of external services e.g., IT services, legal and accounting services, companies that support us during the recruitment processes.

In any case we will ensure an adequate level of protection of personal data required by law.

You have the right to demand from us access to your data, rectification, deletion or limitation of processing, the right to object to the processing, the right to transfer data, as well as the right to withdraw your consent at any time. Withdrawal of consent does not affect the legality of the processing, which was made based on your consent before its withdrawal.

You have the right to file a complaint to the relevant authority established by the law or to the relevant court – if you consider that the processing of your data violates the legal provisions.

We inform you that we will not take automated decisions for you at any point of the recruitment process, including decisions resulting from profiling.