



## **Job Title: Project Manager**

**SMART Center** is implementing a project entitled "Women Advocates for Women's Votes" WAW Votes". The "WAW Votes" project, aims to raise public awareness on the important role of women in regards to their right of representation and to expand women's political participation to build a better democracy in Lebanon through training campaign managers and implementing public debates in three governorates: North, Mount Lebanon and South.

The project is in need of a Project Manager who will supervise the implementation of the project from main office of SMART Center located in Beirut, Clemenceau.

### **General Purpose**

To be responsible for the overall direction, coordination, implementation, execution, control and completion of the project ensuring consistency with organization's strategy, commitments and goals.

### **Main Job Tasks and Responsibilities**

- Oversee program administration, implementation, and fiscal management
- Responsible for overseeing the development and execution of project deliverables, lead project planning, budgeting, action plans and monitoring processes
- Responsible for submitting activity reports, meeting minutes and financial reports to the donor
- Lead and motivate the project team and monitor project activities and project expenditure and coordinate work with consultants and volunteers in the project
- Ensures close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in grant agreements
- Employs resourcefulness in project design, implementation and monitoring. Trouble shoots project problems. Identifies and implements creative solutions
- Liaise with local partner organizations, facilitate successful coordination of activities and ensure transparency
- Provide leadership to overall project operations and reporting, ensuring that the team of contractual and experts are in compliance with donor regulations and local laws

- Reports to the Project Director and coordinates with him/her for the best execution of the project

### **Key competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Critical thinking and problem solving skills
- Planning and Organizing
- Decision-making
- Communication skills
- Influencing and leading
- Delegation
- Team work and team leadership
- Negotiation
- Conflict management
- Adaptability
- Stress tolerance
- Solid knowledge of the Lebanese context.
- Believes in Gender equality and women rights
- Experience in women empowerment projects

**Experience:** 2 to 5 years in same field

**Education degree:** Bachelor degree

**Languages:** Arabic: Fluent      English: Fluent

**Period of Contract:** 9 months

**Requirements:** Letter of Interest and CV

**Deadline of submission:** Midnight **31 -10-2012** [info@smartcenterlb.org](mailto:info@smartcenterlb.org)