



PROJECT MANAGER – COVID-19 RESPONSE

Local Partner Development

Jamaica

Job Description

About FHI 360:

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories.

About LPD:

Local Partner Development (LPD) seeks to enhance the knowledge, skills, and abilities of the Jamaican civil society to design and implement evidence-based secondary and tertiary-level youth crime and violence prevention programs, while ensuring collaboration and coordination with key public and private sector partners. These concerted efforts will bolster crime and violence prevention interventions, seek to improve citizen security, reduce community vulnerability to environmental shocks and social crisis, and develop more resilient and cohesive communities. LPD is funded by the United States Agency for International Development (USAID) and is being implemented by FHI 360.

About COVID-19 Response

While the COVID-19 pandemic has had significant impact on Jamaica overall, vulnerable communities are the least equipped to deal with the pandemic, and they are experiencing the highest degree of socio-economic marginalization. Within these communities, female-headed households, unattached youth and victims of domestic violence are most at-risk, because they depend heavily on the informal economy, have inadequate access to social services and/or political influence, have limited capacities to cope and adapt, and have limited or no access to technologies.

In an effort to support Jamaica's COVID-19 response, USAID through LPD will be assisting specific communities and groups, through support to civil society organizations (CSOs), in addressing vulnerabilities related to COVID-19. Through these activities, LPD will provide vulnerable youth, families, and communities with social welfare support related to loss of livelihood, augmenting Government of Jamaica (GOJ) COVID-19 social welfare programs and building local resiliency. LPD will activate this response mechanism to address the immediate effects of the pandemic within vulnerable communities and at-risk populations aligned to its existing program of activities.

Job Summary:

FHI 360 seeks a Project Manager for the COVID-19 Response, who will report to LPD's Private and Public Sector Partnerships Specialist and will have overall responsibility for overseeing implementation of LPD's COVID-19 Response activities, which will run for approximately 12 months. S/he will contribute to activity design and provide technical, coordination and implementation support for the Response. S/he will develop collaborative relationships with other LPD staff and partner organizations for the successful delivery of support to the beneficiary communities.

Responsibilities:

- Designs, implements, and coordinates specific project activities and may conduct research to achieve program goals.
- Ensures timely implementation, and monitors project activities against work plans.
- Tracks performance against Financial Cost Objective (FCO), project timelines, budget, objectives, and deliverables.
- Serves as the liaison with government officials, local communities, and other organizations for the COVID-19 Response.
- Provides relevant technical assistance and support to program.
- Reviews and contributes to overall program work plans.
- Supports program/project teams administratively and technically to provide high quality deliverables to clients.
- Develops reports, briefing papers, press releases, and presentations as necessary for one or multiple projects/programs.
- Documents and shares project accomplishments, challenges, and lessons learned among internal and external partners.
- Collects, compiles and analyzes information relevant to the program.
- Provides technical input to projects, including monitoring and evaluation.
- Contributes to program reporting by writing relevant sections of and reviewing reports on a quarterly basis.
- Other duties as needs arise

Qualifications & Competencies

- Bachelor's Degree or its International Equivalent - Behavioral, Life/Social Sciences, International Development, Human Development or related field.
- 5-8 Years of relevant experience in activities related to civil society strengthening, NGO management.
- Experience in supporting small businesses, particularly as part of community development.
- Previous experience of working on USAID-funded projects is desirable
- Experience successfully supervising trainers and consultants
- Excellent management, planning, and coordination skills, including the ability to manage complex project activities, set realistic priorities, and plan for the successful implementation of activities
- Demonstrated capacity to work independently and in a collaborative environment as well as show initiative and self-motivation to lead and develop tasks to achieve results
- Highly desirable is experience working in dynamic inner-city communities and prior experience working on projects related to civil society, youth and marginalized populations
- Proficient writing and verbal communication skills.
- Relevant computer software skills (including, at a minimum, the standard applications in MS Office).
- Ability to travel occasionally on a short-term basis

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

How to Apply

Candidates must submit their application, including CV, via email to JamaicaLPDInfo@fhi360.org by **October 20, 2020, 5:00 p.m. Jamaica time**. Email subject line must include **"Project Manager-COVID-19 Response"**. We appreciate all interest in this position, but only shortlisted candidates will be contacted.

FHI 360 is an equal employment and affirmative action employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status, genetic information or any other status or characteristic protected under applicable law.