



Title: Project Manager / SIRCLES

Reporting to: General Manager

Location: EDAMA offices, Amman

Application closing: 16 August, 2022

Contract Type and Duration: 1 year renewable (depending on performance and funding).

Estimated start-date: As soon as possible

Background

About EDAMA

EDAMA in Arabic means “sustainability”. EDAMA Association is a Jordanian NGO established in 2009. As a Business Association, EDAMA seeks to cultivate an environment where innovative solutions for energy and water independence and environmental conservation emerge.

Advancing Jordan’s movement towards a green economy is an ambitious and priority goal. We need robust knowledge hubs, multi-stakeholder dialogue avenues, and private sector mobilization to be achieved. EDAMA’s niche is in providing a platform agile and inclusive enough to involve a large number of public, private, and NGO sectors representatives. Together, these key players discuss and shape the future development of Jordan's Energy, Water, and Environment (EWE) sectors.

Position within the Organization

The Project Manager is responsible for the Management, administration, and coordination of all aspects of Supporting Circular Economy Opportunities for Employment and Social Inclusion (SIRCLES) Project in all locations that EDAMA has operations. This includes but is not restricted to planning, organizing, staffing, leading, and controlling Project activities.

About SIRCLES

Thematic objective: Promotion of social inclusion and the fight against poverty.



Priority: Professionalization of young people (NEETS) and women.

Donor: ENI CBC MED-EU.

Partners: Lead partner: Waste Agency of Catalonia, Spain, and 9 partners from Palestine, Jordan, Lebanon, Italy, Spain, Tunisia, and Greece.

Project Duration: 30 Months.

Project Start Date: 9th February 2021 – Project End Date: 9th August 2023.

SIRCLES aims to increase green employment opportunities by providing skills to NEET (youth not in employment, education, or training sectors) and women based on circular economy business models applied to the hotel sector by creating a pilots based on composting plant and organic farming site.

The pilot will be constructed in Aqaba Governorate in a land provided by ASEZA targeting training and jobs creation of about 10 direct jobs for women and youth based in Aqaba.

Duties and responsibilities

Project Planning

- Plan the delivery of the overall Project and its activities in accordance with the mission and the goals of the organization.
- Develop and implement long-term goals and objectives to achieve the successful outcome of the project
- Develop an annual budget and operating plan to support the Project.
- Develop a Project evaluation framework to assess the strengths of the project and to identify areas for improvement.

Project Organization

- Ensure that Project activities are implemented within the policies and procedures of the project agreement and guidelines
- Ensure that Project activities comply with all relevant legislation and professional standards
- Develop forms and records to document Project activities
- Oversee the collection and maintenance of records from the clients of the Project for statistical purposes according to the confidentiality/privacy policy of the organization

Project Management

- Write reports on the Project for management and for Donors.
- Communicate with Lead Partners / Donor as outlined in funding agreements.



- Ensure that the Project operate within the approved budget.
- Monitor and approve all budgeted Project expenditures while coordinating with the Finance Manager.
- Monitor cash flow projections and report actual cash flow and variance to General manager on a regular basis
- Manage all project fund according to established EDAMA accounting policies and procedures.
- Ensure that all financial records for the Project are up to date.
- Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements.
- Provide required information to generate invoices and submit to funders according to the established timelines.
- Identify and evaluate the risks associated with Project activities and take appropriate action to control the risks.
- Monitor the Project activities on a regular basis and conduct an annual evaluation according to the Project evaluation framework.
- Handle the Donors complains and work to solve any problems.

Qualifications:

Candidates with relevant qualifications, experience, and fluent in English and Arabic, are invited to apply.

Education

- Management degree, BSc Civil Engineering / Energy /Environment Engineering degree or any other relevant field.
- Solid Experience in Conduct Environmental and Civil Engineering Design of Solid waste facilities.
- Solid Knowledge in Review and Preparation of Design and Tender Documents and Supervision of Engineering, Procurement and Construction for waste composting facilities.

Experience

- Minimum 5 years in handling senior position most preferably with NGOs.
- Strong experience in producing & managing programs and projects budgeting.

Competencies

- Strong project management skills



- Advanced written and oral communication skills in English and Arabic
- Computer literacy in all MS Office applications.
- Ability to work within tight deadlines

How to apply

Qualified candidates are invited to submit their resume to **info@edama.jo** on or before **16 August 2022**, “**Project Manager - SIRCLES**” must be included in the subject line of the application email to be considered. **The CVs will be reviewed on a rolling basis. Early applications are highly encouraged.**

The application must include:

- a complete resume
- a letter of interest

ONLY short-listed candidates will be contacted.