

## **POSITION DESCRIPTION**

### **Basic Details**

Title: Project Manager

Starting date: July 1, 2018

Type of contract: Employment contract

Work schedule: Full-time, 40 hours per week

Job status: Permanent with 3-month probation period

Location: Yerevan, Azatutyun 1/21 – 23

Department: Programs

Reporting to: Program Director

Last updated: 29.05.2018

### **Summary**

The Project Manager will support an effective implementation of the Eurasia Partnership Foundation's (EPF) Human Rights (HR) Programs in Armenia by managing EPF's "Towards sustainable reform: promoting freedom of religion or belief in Armenia" project and other HR projects, as well as developing and fundraising for the project's future strategy.

### **Key tasks**

#### **A. Operating Project (50% of time)**

- Plan, organize and administer EPF's HR project(s)' activities in consultation with the Program Director and in coordination with the EPF Program Team;
- Conduct and/or supervise research on HR issues in Armenia, develop legislative and policy proposals to be addressed to the Armenian Government, Parliament and other stakeholders;
- Advocate for the adoption of proposed HR legislative and policy changes among local and international stakeholders;
- Manage project(s) budget in consultation with the Program Director and the Finance Manager;
- Monitor the progress of the project(s) and make adjustments as necessary to ensure the successful completion of the project(s);

- Set up files to ensure that all project(s) information is appropriately documented and secured, as well as ensure that project(s) files are properly maintained and kept confidential;
- Coordinate with EPF departments on all aspects of the project(s) implementation;
- Liaise with Armenian authorities, international and non-governmental organizations and donors to ensure the success of the project(s);
- Manage procurement of goods and services as needed for the project(s), in accordance with EPF's policies and procedures;
- Conduct HR trainings and other human-rights awareness-raising activities, specifically on International Human Rights Law, UN Human Rights Mechanisms, religious tolerance and anti-discrimination and other related fields;
- Develop and deliver keynote speeches, presentations on EPF's HR activities and HR issues revealed during the implementation of the HR projects;
- Prepare project(s) briefings, interim and final reports to the donor(s) in coordination with the project partners, Program Director and Finance Manager.

#### **B. Project Development and other General Project Related Activities (30% of time)**

- Develop project design and strategy for EPF's operating projects in the area;
- Develop proposals for funding for EPF's projects in the area, especially from UN, EU and other funding sources;
- Design, manage and implement project(s) related assessments, research and evaluations;
- Contribute to other fundraising and outreach activities of EPF;
- Prepare reports and/or briefs and make presentations on HR programs and projects as necessary;
- Upon assignment, represent EPF at the external meetings and discussions, such as international and local HR conferences, workshops, round-table discussions, talk shows, trainings, etc;
- Supervise activities of project Assistant(s), interns and volunteers and provide them with the on-the-job training in coordination with other Program Managers;
- Contract qualified consultants to work on the project(s) as appropriate;
- Perform other duties as assigned by the Program Director.

#### **C. Communication Related Activities (10% of time)**

- Together with Program Director prepare publications and web site materials;
- Support Communication Team in dissemination of project related materials;

- Provide the Communications Team with all the necessary and relevant donor, partner, stakeholders contact information from the project activities and meetings for updating the database.

#### **D. Legal services (10% of time)**

- Provide advice on legal issues, on Armenian legal system, laws and regulations and court procedures;
- Keep EPF's employment and service contracts up to date to ensure their compliance with legislative reforms and changes;
- Prepare memorandums and service contracts of external consultants, selected for providing services within the HR project(s).

#### **Personal characteristics**

##### **Education and experience**

- Degree in Law, Human Rights or related fields;
- Minimum 5 years of professional experience, preferably in NGO/International Organizations, Project design and Management;
- Comprehensive knowledge of HR mechanisms, understanding of Armenia's HR policies and development strategies, as well as the issues and challenges of the NGO sector in Armenia;
- Demonstrated understanding of legal system of Armenia and ongoing country developments;
- Demonstrated experience on analyzing information, preparing analytical reports, preparing and delivering presentations;
- Demonstrated experience in developing HR project strategies and implementing them;
- Demonstrated experience in HR project management;
- Fluency in Armenian, English. Knowledge of Russian and additional European language is also an advantage.

##### **Additional skills and competences**

- Excellent project design and management skills;
- Outstanding proposal writing skills;
- Outstanding analytical skills and ability to propose practical solutions to problems as they arise;
- Advanced computer literacy;

- Ability to work with different stakeholders, including Government, International Organizations and local NGOs;
- Ability to assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of EPF;
- Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities;
- Ability to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques in Armenian, English, preferably also Russian;
- Ability to effectively establish credibility and articulate ideas to obtain support and buy in of stakeholders for new ideas;
- Patience and flexibility in the face of pressure and conflicting priorities;
- Willingness to enhance knowledge through training and personal initiative;
- Good team-work capacities, leadership, and negotiation skills;
- Proven capacity to set and meet strict deadlines; ability to complete multiple tasks on projects;
- Ability to behave ethically, ensuring that own behavior and the behavior of others aligns with EPF's values;
- Ability to maintain good working relationships with all co-workers and the general public;
- Ability to effectively establish credibility and articulate ideas to obtain support and buy-in of stakeholders for new ideas;
- Patience and flexibility in the face of pressure and conflicting priorities;
- Willingness to enhance knowledge through training and personal initiative;
- A flexible attitude which demonstrates both commitment to team-working and also to working unsupervised when required.