

**Job Description**

**Shelter Project Manager**

*A job description is a written statement that describes the employee’s role and responsibilities. The role and responsibilities shall be executed within the NRC framework. The job description facilitates the recruitment process by stating the necessary competencies. It is mandatory for all positions.*

Position: Shelter Project Manager

Grade: 8

Reports to: Area Manager

Supervision of: Shelter coordinators

Duty station: Nigeria, Yola

Travel % 40 %

Project number:

Duration and type of contract: 6 months, renewable subject to availability of funding and performance

1. **Role and responsibilities**

The purpose of the Shelter Project Manager position is to implement delegated shelter project portfolio. She/he will support with the development, field-testing, and use of technical SOPs / technical guidelines and implementing tools. The following is a brief description of the role.

NRC has been present in Nigeria since 2015 and has been working to help displacement affected communities meet their basic needs, improve their livelihoods, access essential services, and enhance their resilience to future shocks through our six core competencies: water, sanitation and hygiene (WASH), Shelter, Education, Information-Counselling and Legal Assistance (ICLA), Livelihoods and Food Security (LFS), Camp Management, and Protection. NRC provides immediate assistance during the onset of emergencies through the rapid response mechanism (RRM). With a workforce of 370 staff and presence in key locations such as Maiduguri (in Borno State), Yola (in Adamawa state) and JOS (in Plateau state), NRC is able to respond to the needs of those affected by the conflict across North-East, and North Central Nigeria. These strategic locations have allowed NRC greater reach from the north and south parts of the North-East and North Central region, and allowed NRC to contribute to bridging the gap between humanitarian aid and development cooperation, including through focusing on equitable access to basic services and strengthening the rights of displaced people and returnees. In addition to the Country Office, and the above mentioned Area Offices, NRC has sub-offices structures in Dikwa, Monguno, Biu, Mubi, Pulka and Gwoza.

**Generic responsibilities**

* 1. Line management of Shelter project staff in Herat, and technical oversight and shared operational management of senior programme staff in sub-offices ensure that shelter projects are fully compliant in the areas of technical works, financial monitoring, and beneficiary selection.
  2. Adherence to NRC policies, guidance, and procedures
  3. Contribute to the development of Country, Area and shelter strategy, initiate and participate in the development of relevant shelter projects
  4. Coordinate and manage shelter project implementation (activities, budget and project documentation) in line with proposals, strategies and donor requirements.
  5. Provide technical support to Education colleagues in preparation of technical guidelines and BOQs for repair/maintenance of schools
  6. Implement technical direction and ensure high technical quality of projects
  7. Provide regular progress reports to the Area Manager and the Shelter Specialist
  8. Ensure that projects target beneficiaries most in need of protection, explore and asses new and better ways to assist
  9. Develop and manage project budget (in cooperation with other areas) and coordinate across the shelter competence
  10. Ensure capacity building of project staff and transfer key skills
  11. Liaise and collaborate with local implementing partners as well as with relevant local authorities and other key stakeholders
  12. Promote the rights of IDPs/returnees/refugees in line with the NRC advocacy

**Strategy Specific responsibilities**

* Contribute to selection and induction processes for new shelter staff
* Ensure optimal use of human resources, including promotion of teamwork and team spirit, securing adequate training, and promotion of talented staff.
* Bring in innovation on shelter solutions (design, modalities and implementation).
* Ensure the inclusion of cash-based interventions and marked based programmes
* Conducting a due diligence process to address Housing Land and Property (HLP) considerations and improve security of tenure
* Ensure the inclusion of Safe and Inclusive Programme (SIP) considerations
* Support the procurement processes as needed including call for tenders and bid analysis and monitoring quality of contractors’ works
* Promote the adequate use of guides, tools and methodologies for shelter activities
* Support the tracking of assistance provided for project management, logistics and finances reconciliation, accountability and M&E (beneficiary counting)
* Contribute to organizational learning through technical analysis, compilation of lessons learned
* Contribute to promoting integrated programming with other Core Competencies – ICLA, Education, WASH, LFS, and Protection
* Support the incremental integration of NRC Minimum Environmental Requirements
* Represent the NRC in coordination groups and mechanisms at area level.

**Critical interfaces**

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

* Project planning: CC Specialists
* Area operations: Support Coordinators (field office coordinators)
* Staff capacity building: CC Specialists, HR Development Officer
* Implementation: CC Specialists and support team

**Scale and scope of position**

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| Staff: | Numbers and titles of staff directly managed by the postholder, and numbers of staff and daily workers/incentive staff responsible for overall in the unit (e.g. X project coordinators, X project officers and X assistants, X staff in total) |
| Stakeholders: | Key external stakeholders the post has relationships with (e.g. UN agencies, INGOs, local NGOs, civil society, governmental bodies) |
| Budgets: | List of budgets covered by postholder, and size of budget |
| Information: | Brief description of the information resources the postholder is responsible for at CO level (e.g. GORS, Agresso, Webcruiter, Intranet) |
| Legal or compliance: | Brief description of any legal or compliance responsibility the postholder has (term of employment, vendors, donors) |

**Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

Formal Education

* A Master or Bachelor’s Degree in Civil Engineering/Architecture or other construction related Engineering.
* A previous experience of 4 years at least in implementing shelter projects will be preferred.
* Good documentation and report writing skills are required.
* Experience in community services, women empowerment, youth activities, protection, distribution, or registration.

Professional competencies

These are skills, knowledge and experience that are important for effective performance.

* Experience from working a shelter project implementation position in a humanitarian/recovery context
* Previous experience from working in complex and volatile contexts
* Documented results related to the position’s responsibilities
* Knowledge about own leadership skills/profile
* Fluency in English, both written and verbal

**Context related skills, knowledge and experience** (shall be adapted to the specific position):

* Example: Knowledge of the context in Nigeria
* Example: Experience with start-up, exit or similar

Behavioural competencies

These are personal qualities that influence how successful people are in their job. NRC’s Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

* Handling insecure environments
* Managing resources to optimize results
* Empowering and building trust
* Managing performance and development
* Planning and delivering results

**Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

* The Job Description
* The individual Work- and Professional Development Plan
* The Competency Framework