

# JOB PROFILE

How to Apply for this Job

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## Background on Tearfund

**Who we are:** We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

**Our vision:** To see people freed from poverty, living transformed lives and reaching their God-given potential

**Our mission:** We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

**Our values:** We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

*Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8*

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## Tearfund's Application Process

If interested, please send your application and full CV to the HR via [iyke.iromu@tearfund.org](mailto:iyke.iromu@tearfund.org).

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

## Job Profile

<b>Job Title</b>	<b>Senior Project Manager</b> (Norad Project)
<b>Group</b>	International
<b>Team</b>	West Africa
<b>Location</b>	Yola, Nigeria.
<b>Responsible to</b>	Regional Director – West Africa

### Part 1 – Job description

#### 1. Main purpose of the job

The Project Manager will be responsible for the management of the Tearfund's Norwegian Agency for Development Cooperation (Norad) funded project with its partner (Yola Renewal Foundation) on the following Monitoring, Evaluation, Accountability & Learning for the Norad project ensuring programme implementation is carried out in line with laid down guidelines and in compliance with Global Process System (GPS) and donor requirements thereby contributing to Tearfund's impact in Nigeria in regards to releasing people from material and spiritual poverty.

#### 2. Position in organisation

- Reports to the Tearfund Regional Director and Matrix managed by International Project Manager.
- Collaborates with the Country Director.
- Lead in the establishment, management and development of a DMEAL system and processes for the project in accordance with GPS and institutional donor requirements.
- Enable Tearfund to make and manage successful applications to institutional donor funding that can contribute to the sustainability of the Norad project .
- Lead the processes by which the Tearfund assesses and effectively manages organisational and financial risk of partners.
- Acts on enquiries both internal and external to Tearfund Nigeria
- Collaboration with stakeholders and other third parties related to project
- Network and influence appropriate partners to effectively advocate for the establishment and function of social enterprise.
- Responsible for the management and updating of financial, project and partner information on Track and other platforms/systems and ensuring computer and paper files on the project are updated as required.

#### 3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

#### 4. Organisational requirements

- The post holder will be expected to live out Tearfund's values as they represent Tearfund externally
- S/he will be expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- S/he will be expected, along with all Tearfund staff, to share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
  - To model godly leadership in all aspects of character and conduct.
  - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
  - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Statement of Faith.
  - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
  - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
  - To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.

The post-holder will be expected to behave in accordance with Tearfund's '**Code of Conduct**' as referred to in the Personal Conduct Policy.

#### 5. Duties & Key Responsibilities

##### 5.1 Key Duties

- Planning, coordination, implementation and administration of YRF social enterprise activity
- Overall leadership and integral management of the teams: Tearfund and YRF.
- Assure quality of project implementation by ensuring there is adequate coordination of all activities.
- Assist with preparation of budgets in liaison with Financial Manager
- Setting up a social enterprise and getting all authorizations required for its implementation.
- Manage the operations of the social enterprise with a view to maximizing sustainability and social purpose, including people management
- Foster team cohesion and engagement within the social enterprise
- Set priorities and monitor work flows
- Liaise with the Production manager to establish workplace, health and safety procedures and culture within the workplace
- Track outcomes and monitor progress including developing frameworks and collecting and evaluating data.
- Provide monthly reports on progress of program to CEO
- Liaise with the ED to review and develop new strategic plans for YRF.

##### 5.2 Project Implementation

- Lead the project level budgeting and reporting to ensure appropriate grant making.
- Work with the country and team to effectively lead the implementation, management and

learning for the Norad project.

- Responsible for ensuring project financial and narrative reports are turned in on time to donors and other relevant stakeholders while supporting budget and project cycle management.
- Identify and share learning on innovative and effective ideas to improve approaches to transform the lives of poor people.
- Manage the engagement of project-related research initiatives with relevant stakeholders that have potential to add value to the project.
- Ensure that good practice/learning is documented for future use in adding value to subsequent projects.
- Seek for links to integrate other programme areas to add value to the project in particular and Tearfund in general.
- Manage processes to ensure staff capacity is built in regards to Project Cycle Management and Tearfund's Quality standards.
- Ensure the project establishes appropriate baselines, monitors timelines and implementation as required by GPS and donor requirements.

### **5.3 Management of Project Support Function**

- Establish and manage processes to ensure the project is effectively implemented, monitored, evaluated and reported on in accordance with Tearfund's Global Process System (GPS), donor requirements and Tearfund's database IBIS is up to date.
- Establish and manage processes to determine capacity development needs among implementing staff and cooperate with relevant team members to facilitate learning events to improve staff performance.
- Establish and manage processes through which coaching and support is provided to YRF staff in project cycle management
- Establish and manage processes by which to ensure YRF staff understand Tearfund's quality standards and project design complies appropriately with them.
- Establish and manage the means by which to review projects progress and manage issues effectively at partner and country levels on a monthly, quarterly and annual basis.
- Ensure regular field visits to review projects implementation and progress against approved plans as required by DMEAL and enable the improved development of Tearfund's systems and processes.

### **5.4 Management of Tearfund-Norad Partnership**

- To provide appropriate support to the Country Director, Finance and Admin/HR to ensure Tearfund's GPS/DME requirements are complied with.
- Responsible for addressing financial capacity and project management issues identified.
- Consolidate and ensure timely submission of project narrative and financial reports to Tearfund and Norad.

### **5.4 Corporate Policy and Compliance**

- Promote and adhere to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Contribute towards the induction of project staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies, programme objectives, and their individual responsibilities in upholding these standards and policies

- Develop and maintain measurement and production of information to enable relevant stakeholders ensure approved projects effectively realise Tearfund Quality Standards and International Standards.

### 5.5 Team Management

- Participate in team planning and ensure that the team can effectively coordinate activities, establish plans and report on projects.
- Support recruitment and contracting of local staff
- Line manage staff ensuring consistency with Tearfund’s policies and procedures and performance against Job Descriptions

### 5.6 External Representation

- Attend relevant inter-agency coordination and donor meetings as delegated by the CR
- Represent Tearfund in external forums if and when delegated by the Country Rep or team members.
- Support effective communication between Tearfund Nigeria and Norad, partners, other organisations.

## Part 2 – Person specification

### Job title:

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent qualification in development, international relations, or other relevant course</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further relevance study and learning – particularly in regards supporting learning, systems thinking, process management and development and measurement.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in project design, management, implementation and evaluation for not less than 5 years.</li> <li>• Proven experience budgeting and budget management.</li> <li>• Proven experience in systems management, supporting learning processes, process improvement and effective measurement</li> <li>• Proven experience in effective management of staff</li> <li>• appropriate orientation and experience in integra mission</li> </ul>	<ul style="list-style-type: none"> <li>• Development work with Christian and/or International NGO</li> </ul>

	<ul style="list-style-type: none"> <li>● Demonstrate understanding of integral mission and outworking same in the church</li> <li>● Management of Institutional donor grants</li> </ul>	
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>● Excellent written and verbal English</li> <li>● Excellent interpersonal skills including sensitivity in cross cultural communications.</li> <li>● Ability to collate, analyse and report data in a clear and coherent manner</li> <li>● Strong IT skills and graphics</li> <li>● Ability to prioritise and work under pressure</li> <li>● Ability to influence in a diplomatic manner</li> <li>● Ability to work with children or vulnerable people in an appropriate and safe manner in accordance with the Tearfund Child Protection Policy</li> <li>● Ability to network and gain respect of leaders of partner organisations</li> <li>● Ability to manage and update databases (e.g GPS/IBIS)</li> <li>● Proven delivery of a complex institutionally funded project</li> <li>● Proven ability to keep to tight deadlines</li> <li>● Proven soft skills and ability to motivate and lead</li> <li>● Coordination of multiple departments and teams to be able to oversee and deliver a project</li> <li>● Action oriented rather than solely delegation</li> </ul>	<ul style="list-style-type: none"> <li>● Other local language ability e.g Hausa communication skills.</li> <li>● Ability to develop simple innovative/creative solutions to complex problems</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● Committed Christian, emotionally and spiritually mature.</li> <li>● Strength of character that can persevere with initiatives and prove their appropriateness and potential</li> </ul>	

	<p>despite pressure otherwise</p> <ul style="list-style-type: none"> <li>● Team player – in the sense of being practical, desire to support the Tearfund team and partner staff to do the right thing right.</li> <li>● Able to enable people to solve their problems for themselves and belief in the innate capacity of all people to be able to do this</li> <li>● Able to continually understand the role they need to play to enable the system they work in and on to function effectively and efficiently to release people from poverty</li> <li>● Understanding and sensitivity to cross cultural issues in Nigeria</li> <li>● Committed to enabling people living in poverty transform their lives with their own resources</li> <li>● Flexible and adaptable to ever changing environments</li> <li>● Ability to remain calm under pressure</li> <li>● Diplomatic and determined</li> <li>● An understanding of and a commitment to Tearfund’s Mission, Values and Beliefs Statement.</li> </ul>	
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**OTHER COMMENTS:**

- All roles require a DBS/Police check
- Tearfund is a member of the [SCHR Misconduct Disclosure Scheme](#)
- Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure