



## **Istituto Oikos**

### **International Cooperation NGO based in Milan seeks two Project Managers – Mozambique based**

#### **Short description of Instituto Oikos:**

Oikos has been operating in the Provinces of Cabo Delgado and Nampula since 2012 and 2022. While the organization has historically been engaged in rural development projects and natural resource conservation, since 2019 has enlarged its focus to emergency and development actions aimed at building local long-term resilience. This shift was prompted by the ongoing climatic and humanitarian emergencies, which have further exacerbated the challenging socio-economic conditions in the region.

#### **The position seek:**

Istituto Oikos is looking for 2 Project Managers for the following interventions:

1. A wash project focusing on the construction of water distribution infrastructures, implemented in Pemba and Metuge Districts, Cabo Delgado Province
2. A housing and latrines construction project, implemented in the IDPs center of Corrane, Nampula Province

#### **Offered Position:** PM

**Salary and level of employment:** to be defined on the basis of work experience and qualifications held

**Duration:** 6 months with possible extension

**Collaboration starts:** January 2025

#### **Place of work:**

- Cabo Delgado Province (Pemba) – position 1
- Nampula Province (between Nampula city and Corrane IDPs center) – position 2

#### **Main responsibilities:**

- To Coordinate and manage implementation of the project in compliance with the donor and Oikos procedures and requirements, overseeing the overall progress and use of resources and applying adaptive management when deemed necessary;
- Ensure the implementation of the activities is effective, efficient and relevant to the target area aligned with the project's goals and the mission and vision of the organization

- Manage the budget of the project carefully applying the procedures of the organization and the European Union rules and regulations
- Coordinating the staff in various capacities involved in the project (Project Implementation Unit - PIU), identifying the activities to be carried out by each identified figure, supervising their work and the achievement of objectives
- Communicate with local authorities and any other stakeholders to inform of project activities, implementation, progress, and exceptions.
- Develop smooth relationships with the project donor during all phases of the project on issues that may impact the achievement of their outcomes (including issues of sustainability and post project requirements).
- Coordinate and supervise the construction of the infrastructures foreseen in the project
- Support the institutional relations and formal requests with institutions, partners and stakeholders
- Support the identification and preparation of new project proposals
- Be available in conducting any other duty as directed by the supervisors if and when circumstances arise.

**Main activities:**

- Conduct a thorough handover process with the previous Project Manager.
- Develop project workplans and supervise project execution and timelines.
- Coordinate and supervise teams for technical, advisory and on-grounds support.
- Liaise with and manage where appropriate external suppliers/subcontractors.
- Manage and review the overall quality of the works and ensure that the beneficiary accepts the completed facility.
- Liaise with project stakeholders.
- Comply with procurement procedures and supervise the preparation of contracts and internal supporting documents.
- Compile reports to be submitted to donors, support the production of technical guidelines.
- Ensure program compliance with internal policies and external requirements.
- Prepare in synergy with the Oikos team new project proposals

**Requirements:**

- University level qualification in civil engineering / architecture or similar
- In-depth knowledge and experience in international cooperation projects, in particular in the reconstruction and wash sector (at least 2 years of experience in project management in similar contexts)
- Skills in representation, relations and negotiation at different levels
- Strong aptitude for problem solving
- Excellent ability to plan, manage and monitor activities

**Additional requirements:**

- Prior experience in Mozambique
- Knowledge of Portuguese language

To apply, you must send your CV data, including the data of 2 people for professional references, and a letter of motivation (1 page maximum) with authorization to process personal data pursuant to articles 13 and 14 of the G.D.P.R. (General Data Protection Regulation EU Regulation 2016/679 Legislative Decree 196/2003) to:

[selezione@istituto-oikos.org](mailto:selezione@istituto-oikos.org)

**Due date: 30/11/2024**

**Address to apply:** [selezione@istituto-oikos.org](mailto:selezione@istituto-oikos.org)

**Indicate in the subject: PM/MZ/24**

**NOTE:** The selection process will start as soon as the applications are received. Only the candidates selected for an initial cognitive interview will be contacted and will subsequently be updated on the status of the selection.

Istituto Oikos reserves the right not to hire or hire an applicant if the recruitment process or background check reveals that the applicant has previously been reported for an SEA incident or is unsuitable to work with beneficiaries. Istituto Oikos will not hire or employ anyone with a previous conviction for SEA or related offense.

The selection complies with the principle of equal opportunities (Law 903/77).

<https://www.istituto-oikos.org/lavora-con-noi/project-managers>