



Vacancy Announcement

Job Title: Project Manager
Project Name: Juvenile Justices
Project Area: Duhok and Erbil Governorates
Vacancy Ref. No: 81
Applicants Residence: Erbil and Duhok
Preferable Gender: Male and Female
Duration of Appointment: 1 Year
Expected Starting Date: December 2021
Deadline: 7 November 2021
Type of Contract: Employment Contract
Working Hours: 8:00am_3:30PM

Background:

Harikar NGO is a neutral, non-governmental, non-profit humanitarian organization established on 30th May 2004 by a group of social activists. Harikar NGO as stated in its mission statement strives toward the fulfillment of human and women rights in Dohuk Governorate as stipulated in the new Iraqi constitution of 15th October 2005. Harikar is committed to- within its resources- contribute towards the achievement of the internationally agreed Millennium Development Goals. Harikar believes in human rights, the right of every person to reach his/her potential without discrimination on the basis of race, gender, religion, social segment and ethnicity. Harikar strives to achieve social justice especially among the marginalized vulnerable groups and works towards eliminating all forms of discrimination against women by promoting their capacity to fully participate in community development. Harikar has been able to successfully carry out more than 80 projects, through funding from various partners including UNFPA, RRT/PRT, UNHCR, UNESCO, UNICEF, UNOCHA, Diakonia, UNDP, UNOPS, IRD, Mercy Corps, CARE International, ASB, GIZ, Acted, IRC, IRI, NDI, SCF-UK, Mission east, ICSP and others.

Terms of References

Job Overview:

Harikar aims to provide support to children and youth in KR-I detention and reformatory facilities through an innovative project combining specialized JJ and MHPSS services with a supported curriculum, in a partnership with UNICEF Iraq, other related ministries in KR-I and

others. The project aims to enable the target group to move forward with their lives as peaceful and productive members of society. Additionally, awareness work with the communities on social cohesion will help the children and youth reintegrate into the society. Child Protection committee is strongly based on child protection system strengthening, community empowerment objectives, fostered resilience of children and youth with a tailored-made reintegration intervention, which includes a specialized justice approach. Therefore, civil society and government social workers will be trained on effective mental health and justices approaches.

Scope of Work (Duties and Responsibilities):

Program Planning and Implementation:

- Develop, implement and monitor the juvenile justice project in the intervention areas, with a primary focus on the Juvenile Justice, in accordance with the proposal grounding standards and principles.
- Responsible for the effective and qualitative implementation of project activities and for reaching project outcomes, ensuring high standards.
- Prepare and develop project procurement plan and prepare purchase requests in line with the JJ project needs in a timely manner.
- Identify logistics and admin support needs related to the JJ project and communicate these to the relevant Logistics/Admin support person.
- Ensure proper planning and implementation of the project activities.
- Participate in the design and implementation of the curriculum addressing violent extremism, in close coordination with program/technical teams hired by Harikar.
- Provide guidance and supervision to lay counselors.
- Provide training to government and civil society involved staff.
- Coordination, reporting and participation within the Child Protection Committees' activities.
- Lead planning and implementation of activities, develop necessary tools to support the project's implementation.
- Contribute to the initial and regular assessments of the JJ project impact.
- Forecast and follow up on expenditures in coordination with Finance and Admin colleagues at Harikar, and participate in budget revision exercises.
- Responsible for reporting to the donor and maintain timely project & budget monitoring.
- Sound liaison with local related authorities, UN agencies, local NGO's, community groups and beneficiaries.
- Ensure harmonized communication process is in place within the project, internally and externally.
- Responsible for external communication, networking and advocacy as needed.
- Responsible for implementation of Harikar Child Safeguarding Policy by Harikar staff and other involved partners.
- Ensure compliance of the activities with the internal and sector quality standards.

Team Management:

- Supervise all staff assigned to the project, as well as consultants and the trainer recruited to support and/or undertake specific activities.
- Responsible for team members daily performance and development of their daily/weekly/monthly work plans.
- Carry out necessary recruitment process when needed, considering the local regulations, in collaboration with the Operation and the HR departments.
- Lead performance appraisal exercises with directly supervised staff and support supervisors in leading appraisal with their teams.
- Promote a constructive, motivational and respectful working environment within the team.
- Provide training and capacity building to the project's staff supported by the JJ.
- Ensure technical oversight and field-monitoring of the program staff, notably to ensure quality control and adequate implementation of the planned tools and frameworks.
- Train partners' such as (MOLSA, MoI, DoH) staff with tailor made training.

Monitoring, Reporting and documentation:

- Lead the JJ team ensuring proficient information management, monitoring and evaluation, and information sharing. With the support of the MEAL staff, s/he is in charge of the management and consolidation of databases.
- In coordination with the MEAL department, s/he is tasked with data protection assurance.
- In coordination with the MEAL department, s/he ensures to lead programme compliance key actions, including developing, implementing, archiving of source of verification on a regular basis.
- Review the progress of the project on monthly basis through reporting on the Indicator Follow Up and reflect the analysis in modification of work-plans.
- Provides regular and periodic reports with the inputs for the donor and internal reports, in addition to provision and reporting inputs on Activity Info.

Budget management:

- Overseeing projects relating to cash flow, financial reporting, and revenue and expenses. Assisting Finance Unit in creating and managing forecasts for project. Gathering and analyzing data to identify areas for improvement and/or develop solutions to keep projects on budget and on time.

Coordination and partnerships:

- Regularly liaise with directorates of relevant ministries at the governorate and district levels, specifically with the MoJ, MoI, MoLSA and MOH.
- Under the supervision of the JJ Coordinator, reporting and participation within the Technical Task Force formed by Harikar and UNICEF, in coordination with the related ministries.
- Coordinate with other humanitarian partners within the area of responsibility. Actively contribute to coordination mechanisms, including the MHPSS working group and the Child Protection working group.
- Ensure full coordination with communities and community leaders.
- Promote coordination and integration with other sectors within Harikar.

Mainstreaming the Humanitarian Standards:

- Mainstreaming is the process of incorporating protection principles and promoting meaningful access, safety and dignity in humanitarian aid. The principles of humanity, neutrality, impartiality and independence are fundamental to humanitarian action;
- Provision of technical support in linking Harikar programs to relevant humanitarian accountability standards and ensuring Rights-Based approach to all programming.
- Ensure that the Harikar protection programs are implemented in accordance with Harikar standard regulations and operational procedures (e. g. Code of Conduct, child safeguarding, PSEA, Safety and Security Policy, Anti-Fraud/Corruption and Prevention of the Financing of Criminal Activities Policies and others).

Additional Duties and Responsibilities:

- Travel within Iraq and KRI, as needed, on mission and for training.
- Maintain and ensure a culture of strict confidentiality among and between Harikar staff and non-Harikar employees or beneficiaries.
- Undertake all other duties as assigned by his/her supervisor that are compatible with the job.

Experience, Qualifications and Skills:**Educational Qualifications:**

- A university Relevant university degree in Law, (Master's degree preferred).

Skills:

- 3+ years of experience in designing and conducting projects in the area of justice for children programs, at least 1 within I/NGOs or UN agencies.
- Proven capacity in project cycle management.
- Strong written and oral communication skills, effective in representation and liaison.
- Demonstrated experience in capacity building and mentoring of projects and IP staff is desirable.
- Experience or sound understanding of child/juvenile participation processes.
- Experience in Criminal Justice, Child Protection, Social Protection and/or development aid.
- Knowledge and experience of working with or in large and systematic organizations.
- Ability to establish an environment of cooperation and collaboration within the NGO and IPs.
- Results-oriented and problem-solving skills and ability to uphold high standards under pressure and with tight deadlines.
- Flexibility, availability and adaptability.
- Personal qualities: Works well in and promotes teamwork, comfortable in a multicultural environment, flexible and able to handle pressure well, adaptability to context with limited social and entertainment opportunities.
- Fluency in English and Arabic is required (spoken and written). Knowledge of other languages is a strong asset.

- Experience in research is an asset.

Reporting and Supervision

Reports to: Executive Director

Supervises: Project Manager Assistant

Expected Conduct:

- Ensure that confidentiality is always maintained when conducting the required duties and responsibilities.
- Work with the Harikar/UNICEF protection team in a cooperative and collaborative manner.
- Maintain high professional and ethical standard when both on and off duty, including upholding the principles and practices set out in the Code of Conduct and adhering to international standards;
- Seek guidance and technical support when needed with “Do no harm” principle being the priority at all times.

Commitment:

- All Harikar staff must be committed to the Core Humanitarian Principles as well as the Core Humanitarian Standards in Accountability and Quality Management
- All Harikar policies and guidelines are an integral part of this Job Description and must be implemented, e.g.:
 - Harikar operational guidelines and Policies.
 - Guideline prevention of corruption.
 - Guideline on PSEA.
 - Harikar Code of Conduct
 - Child Safeguarding

HARIKAR NGO