



## Job Description – Project Manager (Program Lead)

**Position:** Project Manager

**Reports to:** Chairman & Managing Director / Head of Operations

**Department:** Programs & Operations

### Role Overview

At **NAWA**, **Project Managers** are mini-consultants: they are entrusted with leading entire projects and programs from concept to execution. Each Project Manager is assigned their own portfolio project (conference, academy, training, or special initiative), and is responsible for managing its **strategy, operations, partners, and delivery**.

They are the **face of NAWA** for their project, **building credibility** for **themselves** and **the organization** while ensuring high-quality outcomes that align with NAWA's vision.

### Key Responsibilities

- **Program Ownership:** Lead a full NAWA program (or major project) independently.
- **Strategic Planning:** Develop project scope, objectives, timelines, and KPIs.
- **Team Leadership:** Coordinate with NAWA's functional units (Media, PR, Finance, QA, Career, Conferences, SMA) to deliver tasks on schedule.
- **Partner & Sponsor Management:** (universities, ministries, corporates, NGOs) as the official NAWA representative.
- **Operations:** Handle budgeting, logistics, documentation, and on-the-ground execution.
- **Impact Reporting:** Collect data, measure outcomes, and prepare final project reports with insights for improvement.
- **Profile Development:** Build their own professional portfolio under NAWA, including certificates, project reports, and leadership recognition.

Sincerely,

**Abdullah Al-Edini**

Managing Director and Chairman of the Board