



## Vacancy summary

# Project Manager, NGO «თავისუფალ ადამიანთა ფორუმი»

GE01461351

Tbilisi

**Education :** BEP - CAP

**Experience :** 1 year - 3 years

## Vacancy details

NGO «თავისუფალ ადამიანთა ფორუმი » is announcing an opening for the temporary position of Project Manager:

Duties/Assignments:

- Oversee all project activities and be the main contact point for the donor and the field staff
- Ensure project activities comply with the policies and regulations of the donor organization.
- Responsible for overseeing the development and execution of project deliverables, lead project planning, budgeting, action plans and monitoring processes.
- Responsible for submitting activity reports, meeting minutes and financial reports on regular basis to the donor.
- Oversee the preparation and submission of annual activity-based project budgets as well as monthly and quarterly financial reports and sending of new funding requests.
- Lead and motivate the project team and monitor project activities and project expenditure and coordinate work with consultants and volunteers in the project
- Ensures close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in grant agreements.
- Employs resourcefulness in project design, implementation and monitoring. Trouble shoots project problems. Identifies and implements creative solutions.

## Essential Skills

- A confident communicator and presenter
- Excellent verbal and written communication skills
- Excellent organizational and planning skills
- Have a full understanding of media needs and media relationships
- Be proactive, reliable, responsible and accurate with an attention to detail
- The ability to keep information confidential
- Tactical understanding of all primary social media platforms
- Ability to work in high-stress environments, often for long hours
- A wide degree of creativity and latitude
- Self motivated with a positive and professional approach to management

Interested applicants should submit the following documents:

- CV in English language;
  - Copies of diploma and certificates.
- If interested, please submit your CV to: [ttatriodinodinnol@gmail.com](mailto:ttatriodinodinnol@gmail.com) no later than 28th of February, 2023. Please indicate in the subject line of your e-mail the vacancy you are applying for, otherwise your application will not be reviewed.

Incomplete applications will not be considered.

Only short-listed candidates will be invited to the interview.

The purpose of processing personal data at NGO «თავისუფალ ადამიანთა ფორუმი» is to manage applications in view of possible pre-selection and further recruitment. All personal data collected will only be used for this purpose and will in no case be transmitted to any third party without applicant's consent. Information submitted by applicant will be registered in NGO's database during one year.

## Contacts

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