



Job Description

Senior Project Manager

Position	Senior Project Manager		
Department	Development Program	Location/Base	Uganda, Kenya or Canada preferred, but may also be based in the Philippines or Cambodia.
Reporting to	Associate Director, Development Program	Travel	National/International required on occasional basis. Approximately 45 days/year.
Appointed by	ADCOM	Supervises	Indirectly supervises in-country Project Managers in Uganda, Kenya, Cambodia and Philippines, and coordinates with ADRA Canada staff working on the project
Engagement	Full-time	Remuneration	Commensurate with experience
Term	This is an appointed position for 6 years starting around mid-2021.	Disclosure	The nature of ongoing employment within ADRA Canada is dependent on financial contributions from its support base. It is to be recognised that the level of financial support is of a fluctuating nature.
Revision Date:	April 2021	Applications Close:	Open. Submit application to stayintouch@adra.ca .

POSITION PURPOSE

To ensure the effective implementation and management of the TOGETHER* project. The Senior Project Manager will report to the Associate Director, Development Programs. S/he will oversee the overall program implementation, ensuring consistency with strategic directions, accomplishment of project objectives, and compliance with donor, ADRA and government regulations.

*TOGETHER (uniting TOWards Gender Equality for enjoyment of women's and girl's Total Health and Rights) is a 6-year project planned to start in mid-2021 and is designed to improve the enjoyment of health-related human rights of the most vulnerable adolescent girls and boys, women and men, and children under 5 years, especially those with intersecting vulnerabilities in indigenous, remote or resettlement settings.

ADRA CANADA DESCRIPTION & MISSION STATEMENT

[ADRA Canada](#) (the Adventist Development and Relief Agency Canada) is the Canadian relief and development agency of the Seventh-day Adventist Church. ADRA Canada's purpose is to serve humanity so that all may live as God intended.

ADRA Canada and all of its employees are engaged in supporting the Vision of the Seventh-day Adventist Church in Canada ([SDACC](#)) which is Proclaiming Christ, Nurturing Believers, and Serving Humanity. The ministry of ADRA Canada is an important part of the Christian mission of the Seventh-day Adventist Church and is done in harmony with its religious beliefs and practices.

WHY A CAREER WITH ADRA CANADA?

At ADRA Canada, we offer exciting and challenging careers that play an important role in positively impacting the futures of vulnerable families, and especially the lives of women and girls all over the world. Inspired by our Christian values, ADRA is active in over 130 countries globally, delivering justice, compassion, and love so that all may live as God intended.

Our unique culture fosters diversity and a workplace that strives to ensure all our employees feel respected and included. We offer a flexible workplace, generous compensation and benefits program, and a supportive and meaningful environment where we work together to achieve our goals. Come and be a part of our high performing team where together we are working to lift people out of poverty, establish hope, empower communities, and create positive and long-lasting change!

KEY RESPONSIBILITIES

A. Church Relations/Ministry (10% of each work week, but permeated throughout role)

- Participate in daily worship and prayers.
- Be prepared to counsel callers (including church members and others) on role of Seventh-day Adventist mission and pray with them.
- Encourage partners (including Seventh-day Adventist Conferences and congregations/entities in-country of work, and foreign Seventh-day Adventist entities and the worldwide ADRA network) in the mission of ADRA and the Seventh-day Adventist Church. Educate them, as necessary, about the ministry role of ADRA Canada as part of the worldwide Seventh-day Adventist Church movement, consistent with the religious teachings of the Church.
- As requested, contribute to corporate publications and represent ADRA Canada and its mission at presentations/speaker appointment requests, particularly with ADRA Canada's partners.
- Ensure that all ADRA Canada activities are carried out in accordance with the values and religious beliefs of the ADRA network and the Seventh-day Adventist Church.
- As part of the ADRA Canada ministry, act in a way that reflects the religious beliefs and practices of the Seventh-day Adventist Church, both on and off duty.
- Perform other duties as designated by the Supervisor.

B. Operations/Technical (50% of each work week)

- Provide strategic direction and technical support to field-based Project Managers in each of the four (4) respective countries in the implementation of the project.
- Be familiar with relevant Canadian and host country regulations and laws, as well as ADRA policies and procedures, and be accountable for project implementation in compliance with these regulations/procedures.
- Work with ADRA Canada's other Project Managers, Finance/Compliance Managers, Accountants, M&E Advisor, Gender Advisor and other project staff and/or partners to plan, implement and monitor detailed implementation plans, budgets, M&E trainings and annual results analysis/evaluations, and gender training/integration/impact, ensuring management of scope, time and cost constraints.
- Manage the implementation, monitoring and evaluation of gender equality results in projects/programs (ensuring gender equality, gender-based violence, SRHR and child protection policy and best practices are adhered to) in collaboration with the ADRA Canada's gender technical specialists.
- Ensure the timely submission of accurate, timely and compelling progress reports to donors as per donor specifications.
- Ensure the timely submission of annual work plans and budgets as per donor specifications.
- Produce other reports to key stakeholders, as requested.
- Conduct Regular meetings with project staff, both locally and internationally, to monitor the progress of the project.
- Represent ADRA Canada at NGO, donor or partner meetings.
- Assist field partners with project closeout activities including travelling to the field as required.

- Assist in the development of TORs (Terms of Reference) for key program staff and/or consultants.
- As part of the ADRA Canada ministry, act in a way that reflects the religious beliefs and practices of the Seventh-day Adventist Church, both on and off duty.

C. Managerial (20% of each work week)

- Provide overall program management support to TOGETHER program in the field, ensuring accomplishment of project objectives.
- Support the project management team and oversee all home and field office activities to ensure effective and efficient coordination between the offices.
- Ensure that project objectives are achieved in a manner that adheres to ADRA Canada's policies, procedures, and guidelines.

D. Financial (20% of each work week)

- Monitor project budgets (individual partner and consolidated), ensuring consistency of burn rates and activity rates in collaboration with Finance staff.
- Organize preparation of budget modification requests, and donor approval requests.
- Ensure proper review and preparation of financial reports for submission to the donor.
- Ensure timely and proper processing of payment requests.

EDUCATION, EXPERIENCE AND COMPETENCY

Essential

1. Bachelor's degree in Public Health, International Development or related field
2. Experience in implementation of health, nutrition and/or gender equality projects.
3. A minimum of 5 years of project management experience managing large government funded projects, preferably within the context of development work.
4. Strong leadership and people management skills in building productive working relationships with team members, colleagues, field offices, donors and partners.
5. Ability to work in a multi-cultural environment, including the ability to quickly learn and adapt to new cultures.
6. Awareness and sensitivity regarding gender issues.
7. Commitment to a human rights-based approach, including an active commitment to the rights of women and girls.
8. Proficiency in the use of productivity software (Outlook, Excel, Word, PowerPoint, Microsoft Project).
9. A personal commitment to ADRA's mission, values and beliefs.
10. A personal commitment to the religious beliefs, practices, structure, standards and programs of the Seventh-day Adventist Church in Canada.
11. Ability to engage with the international ADRA network.
12. A passion for social justice and international development to assist people in poverty, consistent with the Bible and the Spirit of Prophecy.
13. Excellent organizational skills, including being able to segregate large objectives into manageable tasks that can be assigned to the appropriate staff with the relevant skills.
14. Excellent facilitation skills, including being able to lead teams in problem solving in a non-authoritarian manner.
15. Able to successfully lead meetings with clear agendas and objectives.
16. Attention to detail.
17. Strong written and oral communications skills in English, including strong presentation skills.
18. Strong interpersonal skills and the ability to maintain professionalism in sensitive and challenging situations.
19. Strong initiative and ability to anticipate needs and be proactive. Self-disciplined to meet deadlines and strong work ethic. Self-directed to take action and resolve issues. Strong sense of responsibility and ability to perform while delivering superior service.
20. Ability and willingness for regular local and international travel to remote destinations.
21. Understanding of cross-cultural issues and programming.
22. Public speaking skills

Preferred

23. Demonstrated experience with gender equality programming.
24. Masters in development, public health or related field.
25. At least 3 years of project management experience based in the field.
26. PMP or CDPM certification.
27. Experience using Microsoft SharePoint.
28. Experience with both Development and/or Emergency Contexts such as conflict or crisis affected areas.
29. Written and oral communications skills in French.

TERMS AND CONDITIONS

The terms and conditions shall be read in conjunction with the *ADRA Canada Human Resources Manual* (as amended from time to time), the contents of which form part of the employee's obligations to ADRA Canada. The obligations of ADRA Canada are as set out in the *ADRA Canada Human Resources Manual* and the applicable employment standards legislation and regulations, whichever obligations are greater. The employer will have no other obligations except as expressly set out in a written employment contract.

Performance Review: A Performance Review will typically be conducted after the first three months in the position. All employees will be required to participate in annual Performance Reviews.

Job Description Continuous Review: This job description is intended to describe the general nature and level of work being performed by incumbents assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Job descriptions are reviewed on a regular basis and can be modified at any time to meet the needs of ADRA Canada.

Physical Requirements: Must be able to read, speak, and hear. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined by the *ADRA Canada Human Resources Manual*, are required.

Working Conditions: Essential responsibilities are performed either in the office or in travelling conditions.

- **Within the office**, the work is primarily in a sedentary and comfortable environment, with tasks usually performed under normal office conditions with little or no noticeable discomfort. The work area is well lit and ventilated.
- **If travelling** (international and/or domestic) there will be difficult conditions and challenging environments, particularly to destinations in the developing world.

PERSONAL COMMITMENT

Being employed by ADRA Canada requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the Christian values as taught by the Seventh-day Adventist Church, as referenced in the employment contract. The employee acknowledges and agrees that this position is one of ministry within the Seventh-day Adventist Church and that membership in the Seventh-day Adventist Church and adherence to the fundamental faith and religious beliefs and practices of the Seventh-day Adventist Church is essential to the proper performance of the duties of the position. The employee must conduct him/herself, both on and off duty, in accordance with the religious beliefs and teachings of the Seventh-day Adventist Church in all respects so as not to damage ADRA Canada's reputation or harm the employee's ability to fulfil all of the position's obligations. The employee must inform the Executive Director if he/she no longer adheres to, or maintains belief in, the fundamental faith and religious beliefs and practices of the Seventh-day Adventist Church.