

Project Manager – West Africa



Position Summary:

Shelter For Life International (SFL) is anticipating a project in West Africa with a focus on managing the flow of migrants into the region. Included in the Project's objectives will be structured movement and resettlement of migrants within and outside Guinea Bissau, while providing basic food, shelter and other humanitarian assistance.

Shelter For Life is seeking a Project Manager to lead an anticipated program in West Africa. The Project Manager will be responsible for the overall implementation, oversight, and successful achievement of project goals. The Project Manager will provide quality assurance and control of all program deliverables as well as provide leadership, supervision, and direction to the project's field staff and operations. The position will be based in Bissau city, Guinea Bissau.

Areas of Responsibility:

Strategic Leadership

- Provide supervision, support, and direction to field staff
- Lead a multi-national, multi-lingual, and multi-skilled group of professionals
- Establish relationships with various partners and stakeholders, such as the donor organization, governmental ministries, national, regional and local authorities, partner organizations, and represent SFL at key meetings
- Bring focus and determination to the project staff to ensure high-quality results, and prioritize the achievement of the program's goals

Quality Project Management

- Develop and oversee detailed regular, periodic work plans and ensure the project meets all deliverables
- Provide quality reports on project progress to SFL headquarters and the project donor
- Carefully monitor project performance and document progress on project indicators
- Provide oversight and guidance to the project's finance department to maintain adherence to the program's budget and financial plans in accordance with donor requirements and SFL's internal controls
- Coordinate and communicate activities with SFL HQ, PRM, the US Embassy, and local government officials
- Implement and enforce procedures that ensure compliance with US Government rules and regulations
- Enforce SFL's internal control procedures, outlined by SFL's Field Operations Manual, Employee Handbook and the Who we Are, What we Believe, and How we Serve documents.

Technical Oversight

- Responsible for strategy, logistics, technical oversight and guidance of project components
- Provide overall responsibility for all data collection, monitoring and evaluation
- Oversee a range of activities for coherence and harmonious operation of the program's activities

Education and Experience Requirements:

- Master's degree in project management, or related fields.
- Demonstrated track record in managing logistics, project-indicators and project objectives within insecure areas and fragile markets.
- Thorough and demonstrated understanding of population management and migrant resettlement.
- A minimum of eight years of relevant professional management level experience in logistics, particularly in fragile and unstable environments.
- A minimum of five years of work experience as Logistics Manager, Project Manager, or similar level management position.
- Prior work experience with UNHCR and/or IOM-funded or similar international donor-funded programs is preferred and advantageous.
- Demonstrated experience in reporting project progress in adherence with donor guidelines.
- Strong leadership and administrative skills, problem solving management ability in a cross-cultural environment.
- Strong communications and interpersonal skills with evidence of ability to productively interact with a

variety of stakeholders and organizations.

- Prior work experience in Africa required; specific experience in West African countries preferred.

Personal Skills & Abilities:

- Proven leadership skills with ability to maintain a positive work environment with professionalism.
- Strong teamwork and listening skills combined with excellent interpersonal skills and cross-cultural sensitivity.
- Ability to analyze, coordinate, and plan, both strategically and innovatively.
- Ability to quickly assess complex situations and form accurate understanding.
- Ability to respond practically, using adaptive management to operate successfully in difficult field conditions
- Willingness to adopt the use of locally appropriate technologies.
- Ability to be flexible, persistent, and diplomatic to gain respect among staff and diverse stakeholders including local community leaders, governmental ministries, and the donor organization.
- Proficiency in written and spoken English required; strong command of Portuguese is strongly preferred; knowledge of French is a plus.

SFL is interested in applicants whose professional ethics, values, and determination to achieve impact are evident and aligned with organizational priorities.

Additional notes:

- A minimum of 12+ months commitment to live and work in Guinea Bissau is required.
- Applicants must be comfortable with frequent travel, especially in West Africa.
- Competitive pay and generous benefits including six weeks of paid time off, two weeks of R&R, ACA compliant health insurance, and allowances for housing, food, and communication.

To Apply:

Please send your resume and cover letter to info@shelter.org with the subject line: "Project Manager – West Africa". Applications must be in English. Please include your name in the title of all attached documents. In your resume, the work experience should be presented chronologically and should contain sufficient details to enable the review team to evaluate your qualifications and experience. Your cover letter should describe how your professional experiences will apply to the components listed in the position summary above. The CV/resume should include the name, telephone number, and email of at least two references who do not work for your current employer.

About Us:

Shelter For Life International (SFL) is an international faith-based relief and development organization with over 30 years' experience in providing sustainable development and humanitarian assistance to post-conflict countries around the world. We are currently operational in Afghanistan, The Gambia, and Ukraine, with headquarters located in Minnetonka, MN, USA. Our team provides support and assistance in the following areas:

1. Population Movement and Settlement
2. Public Infrastructure Reconstruction
3. Economic and Social Development

Our mission is to demonstrate God's love by enabling people affected by conflict and disaster to restore their lives and rebuild their communities. To learn more about us, please visit www.shelter.org