CRS JOB DESCRIPTION

Job Title: Project Manager – Emergency Response (Short-Term), Yemen	**Reports to:** Program Manager
Department: Programming	**Salary Grade:** 9

Job Summary

You will manage, coordinate, and monitor project activities and relationships with partners and other project stakeholders to assist the achievement of emergency response objectives to advance Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your project management skills and knowledge of the program area will ensure that the CP delivers high-quality programming and continuously works towards improving the impact of this project. The role will support timely, context-specific emergency response interventions in Yemen.

Roles and Key Responsibilities

- You will lead technical, budget management, monitoring and reporting activities throughout the project cycle - start-up, implementation and close-out - in line with CRS program quality principles and standards, donor requirements, and good practices. This includes rapid response planning and adaptation to evolving humanitarian needs.
- Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities following MEAL Policy. Proactively identify issues, report them to inform adjustments to plans and implementation schedules. Apply appropriate accountability to affected populations and feedback mechanisms during emergency response.
- Foster and strengthen partnerships relevant to emergency response, applying appropriate application of partnership concepts, tools and approaches. Support timely coordination with emergency response partners and community structures.
- Represent the organization with donors, INGO working groups, UN, relevant local partners and relevant local government and community actors for emergency response. Coordinate, as appropriate, with humanitarian clusters and emergency coordination mechanisms in Yemen.
- Determine activities required for ensuring the financial, material and human resources for the quality implementation of the project. Conduct periodic budget reviews and follow-up with partners on timely submission of financial reports to facilitate proper tracking of resource use. Prioritize timely resource allocation and operational follow-up for urgent response activities.
- Identify staff capacity needs and technical assistance needs of partner organizations and contribute to capacity strengthening and required interventions to support quality project implementation.
- Assist with preparation of trends analysis reports and disseminate results. Review project documentation to ensure project file is complete with all required documentation and is filed per agency and donor requirements.

Basic Qualifications

- Bachelor's Degree required.

- Minimum of 5-8 years of work experience in project management, ideally in the field of emergency response and for an NGO. Emergency response experience in complex or rapidly changing contexts is preferred.

Preferred Qualifications

- Master's Degree in International Relations or in a field related to emergency response would be a plus.
- Relevant grant management experience.
- Ability to contribute to the development of technical proposals, a plus.

Knowledge, Skills and Abilities

- Experience working with stakeholders at various levels and strengthening community partnerships.
- Experience analyzing data and contributing to evaluation reports.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).
- Critical thinking and creative problem-solving skills with ability to make sound judgment.
- Strong relationship management skills and the ability to work effectively with local stakeholders.
- Representation abilities.
- Ability to contribute to written reports
- Proactive, results-oriented, and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities

Required Languages: Arabic and English

Travel: Field travel may be required at short notice, subject to security procedures.

Supervisory Responsibilities: Yes