

Vacancy: Project Manager

Apply before: 15 January 2023

Solidar Suisse is a non-profit civil society organization based in Switzerland, active in the areas of development cooperation and humanitarian aid, which fights for decent work, democratic participation, and social justice worldwide. Solidar Suisse presently has over 60 projects running on four continents. Our Asia Decent Work program, supports a number of labour rights initiatives in several Asian countries. Solidar Suisse is looking for a Project Manager to manage and coordinate an ongoing project in five countries (Cambodia, Indonesia, Thailand, Bangladesh and Nepal), aimed at empowering informal workers in Asia by enhancing their agency and self-capacity, advocating them through bargaining and regional solidarity, and improving visibility of informal workers' issues. The position requires full-time engagement (5 days/40 hours per week).

- Position: Project Manager
- Location: Southeast Asia
- Deadline for application: 15 January 2023
- Start date: 01 Feb 2023 or upon agreement
- Contract duration: Fixed-term contract max. until December 2026
- Salary: Negotiable

Purpose of the Position and Key responsibilities:

- Manage and coordinate a complex regional project on a day-to-day basis
- Provide support and guidance to project partners, including advice on efficient monitoring practices, coherent result-oriented reporting, budget planning, and project implementation
- Financial project management: budget planning, monitoring and control of budget consumption
- Ensure the coordination between consortium partners, project implementation partners on national levels and Solidar Suisse
- Monitor the progress of the project and ensure regular, timely and high-quality reporting
- Participate in research, strategy and knowledge development as well as capacity building workshops of project implementation partners.
- Support external communication and represent the project in fora of international cooperation
- Coordinate closely with the Regional Representative and the Desk Asia Program of Solidar Suisse
- Coordination and networking with the Donor and other organizations active in the same area in the region.

Qualifications:

Essential:

- Minimum of 5 years of relevant work experience as project/programme manager of complex projects with financial volumes above 1 Mio USD, including management of budgets, monitoring, compliance with donor regulations, and coordination in consortia and with different local partner organisations
- Proven knowledge of major institutional donors (e.g., EU, USAID, UN, bilateral donors)
- At least 3 years of experience in development cooperation in Southeast Asia and/or South Asia
- Fluency in English
- Proven skills in projects report writing and financial reporting in cooperation with a finance officer
- Excellent interpersonal and communication skills
- Experience in networking, representation and coordination with stakeholders and key actors on different levels
- Ability to work independently and as part of a project team
- Ability to work effectively under pressure and meet deadlines
- Ability and willingness to travel frequently

Desirable:

- Relevant work experience in a field related to trade unions, gender issues, and non-profit organisations

Overview of the Project:

The project “*Global Labor Program – Platform for Organizing by Workers for Empowerment and Recognition* (GLP-POWER)” is a five-year project implemented by a Consortium with Solidar Suisse being the Lead Agency. In South-East Asia the project actually covers Thailand, Cambodia, and Indonesia. It seeks to empower marginalized workers to increase their bargaining power and access fair and decent work, overcoming the increasingly restricted civic spaces, and ultimately contributing to a shift in power. By assessing and promoting new and innovative modes of organizing for marginalized informal/precarious workers, the project aims to enhance workers’ agency and effective bargaining, regional solidarity & inclusion, and visibility of informal workers’ issues.

Application Procedure:

Interested candidates should email their CVs along with a motivation letter and relevant work certificates latest by 15 January 2023 to:

Dr. Indira Gartenberg, Asia Regional Representative (indira.gartenberg@solidar.ch)

In the email subject line, please mention: ‘Application for the position of Project Manager’. Women candidates are especially encouraged to apply. Only short-listed candidates will be contacted.