



Job description

Position: Project Manager

Location: Ankarafantsika, Madagascar

Assignment Type: Project-based contract (5 months)

Reports to: In-Country Director

Background: Planet Madagascar Association is a conservation, education, and community development non-profit, aiming to promote conservation by building local capacity in and around Ankarafantsika, Madagascar. Planet Madagascar Association will be implementing a 6-month project funded by the Canada Fund for Local Initiatives (CFLI). The objective of this community-based project is to generate economic opportunity for a women's cooperative engaged in sustainable tree planting in three under-served communities (in three communities (Maevatanimbary, Andranohobaka, and Ambarindahy) threatened by environmental degradation and climate change within Ankarafantsika National Park, Madagascar. The project aims to promote economic empowerment of women by creating green jobs and increasing women's existing knowledge of natural resources through formation and engagement of a women's cooperative in sustainable tree planting in under-served communities threatened by environmental degradation and climate change within Ankarafantsika National Park Madagascar.

In this regard, Planet Madagascar Association invites highly competent, experienced, and committed professionals to fill the "Project Manager" position.

Job purpose: The Project Manager is responsible for planning, implementation, project personnel management, resource management, monitoring and evaluation, engaging and managing consultants and timely quality reporting. Project Manager ensures quality of project activities/results including coordinating external technical support as required.

Job responsibilities and key result areas:



- Planning and implementation of project activities, oversees project in line with the approved plan, compliance with project methodologies and approaches.
- Monitoring progress and quality of project activities.
- Assist In-country Director in budget management; monitor expenditure against approved budget and revisit plans to ensure budget performance is in-line with regulations as well as expected deliverables.
- Ensure compliance with donor requirements and regulations.
- Ensure effective people management by hiring and training project staff and ensuring contract, compliance, and performance appraisals.
- Provide leadership to project staff on key project activities such as running a membership drive and community mobilization to get women organized in local communities.
- Timely preparation and submission of accurate project reports.
- Facilitate key project meetings such as holding stakeholder consultation to selecting tree species.
- Engage and manage consultants work such as
 - Business and sustainability planning of the Women's Cooperative
 - Training on record keeping and financial management of women's cooperative members
 - Formation of governance structure and registration of the Women's Cooperative
- Contribution to evidence-base/learning within project, technical expertise, field-based data collection for design, communication/liaison with relevant stakeholders/partners.
- Conducting regular visits to project implementation areas
- Profile Planet Madagascar's work through his/her involvement in relevant external meetings with stakeholders.

Qualifications, skills and experience:

- Bachelor's degree in agriculture, resource economics, development studies and social sciences.
- Has relevant training and knowledge on natural resource management, reforestation, gender mainstreaming, community mobilisation and development, project management and participatory rapid/ rural appraisal.



- Has at least five (3) years' experience in project management within non-profit sector.
- Has demonstrated the ability to manage projects, budgets and teams.
- Possess strong reporting and communication skills.
- Excellent planning, co-ordination and prioritization skills and proven capacity to undertake varied tasks simultaneously to tight deadlines.

Appointment Duration: 5 month appointment

Appointment starting date: November 6th

How to Apply:

Apply with Curriculum vitae (no photo on CV) and cover letter addressing why you would be a good fit for the position and send to Mamy Razafitsalama at [mamy\(at\)planetmadagascar.org](mailto:mamy(at)planetmadagascar.org)

Deadline: October 23rd