



## **Job Description**

Project: MUKTI (Freedom) South Asia  
Position: **Project Manager**  
Reports to: Project Lead  
Duty Station: South Asia Regional Office, Kathmandu, Nepal  
Travel: Frequent visits to project sites

### **Context**

ECPAT Luxembourg is a non-governmental organization based in Luxembourg. We work to end the sexual exploitation of children. Currently, we intervene in several countries across South and South-East Asia, West Africa and Luxembourg. Our projects focus on protecting children from different forms of sexual exploitation. We ensure that their families and communities are supported so that protection is strengthened in a sustained manner. To do this, we closely work closely with multiple national stakeholders, including governments, to support and complement national efforts to protect children from sexual exploitation.

The project covers trafficking source and destination states of Maharashtra, Goa, Delhi National Capital Region, West Bengal (Districts of Alipurduar, Jalpaiguri, Murshidabad, 24 Parganas-North and 24 Parganas-Souths) and Jharkhand (Santhal Pargana region, Sahebganj district) in India. In Bangladesh, it will cover the south-western districts of Jashore and Satkhira along the border with West Bengal, India and close to the Bay of Bengal. Countrywide survivor assistance is planned for Nepal.

### **Roles and Responsibilities**

The Project Manager will support the Project Lead to implement the regional project. S/he will provide programmatic, technical and administrative support and oversight to the project and ensure successful project delivery compliant with donor requirements. The Project Manager will work closely with the project team to ensure its successful management and monitoring. S/he will be accountable for coordination with implementing partners and all project stakeholders. The Project Manager is expected to exercise full compliance with the organizational rules and regulations.

The following list of responsibilities is non-exhaustive. The selected candidate will be expected to display flexibility and adaptability to accept other tasks as could be required of this position during the duration of the project.

## **Management**

- Ensure successful management and implementation of the project in close coordination and collaboration with the project team and implementing partners.
- Support development and implementation of project strategies and work plans, including monitoring and evaluation plans, in close collaboration with team members.
- Support continuous coordination with regional-level stakeholders for successful delivery of regional-level outcomes.
- Assist Project Lead to ensure project activities are carried out effectively, with attention to quality and deadlines.
- Work closely with implementing partners, stakeholders and beneficiaries. Conduct frequent field visits to project sites, attend project activities, carry out monitoring visits and network as needed.
- Support the Monitoring, Evaluation, and Learning (MEL) Manager to ensure timely and accurate data collection and reporting, using data to inform analysis of project status.
- Closely collaborate with the administrative and finance team in the operational and financial monitoring and management of the project and ensure that operational and financial procedures are properly implemented in compliance with donor requirements.
- Develop and implement project communication strategies.
- Support the Project Lead in implementing all planned studies, researches, evaluations to collect, analyze and prepare information needed to inform strategies and implementation.
- Support the Project Lead to create and sustain a learning environment by promoting research and learning on the thematic focus of the project.
- Develop scope of work and budgets for consultants, lead the preparation and monitoring of personal service contracts, and manage consultants' work, deliverables, invoices and payments.
- Support the Project Lead in developing and maintaining a high level of association and liaison with government officials, related stakeholders and partner organizations at national and regional levels.
- Ensure that the project incorporates survivor-informed, victim-centered approaches and that survivors or persons with lived experience of human trafficking are meaningfully included in the project's design and implementation.

## **Reporting and Documentation**

- Lead the preparation of key project documents (reports, studies, internal documents): whether produced internally or outsourced, ensure writing, editing, revisions and design are monitored to produce quality finished materials, completed in time and in conformance with donor requirements.
- Review partners' reports, and ensure deliverables are in-line with project plans and donor requirement. Ensure timely submission of quality reports to donors.
- Prepare other reports related to the project, forms and records as and when required.
- Support the MEL Manager in maintaining and managing project database and prepare regular communication and updates for the project team and/or for wider publication.
- Support MEL Manager to produce monitoring reports on a quarterly and annual basis for project reporting to donors.
- Capture evidences of good practices on a regular basis.
- Ensure that all project information is appropriately documented and secured.
- In collaboration with the project team, prepare all project audits and evaluations. Ensure timely and quality delivery of reports.
- Lead development and production of information material such as factsheets, success stories, good practices, significant achievements and learnings, etc. for the project, partners, donors and public communication..

## **Qualification**

### **Professional competencies**

- Master's degree in international development, social science, human rights, economic development, law, public policy or other related field of study
- At least 5 years of project management experience with I /NGOs in trafficking in persons (TIP), child protection issues, and policy advocacy. Experience on regional human trafficking issues preferred.
- Professional work experience working with the survivors/victims of human trafficking and survivor-led organizations is preferred.
- Understanding of current national, regional and international anti-human trafficking mechanisms is required.
- Prior professional work experience with NGOs, international contractors, multilateral institutions and/or international cooperation agencies is required.
- Experience on successfully leading teams, and project.
- Strong expertise in building and managing programmatic relationships with high level stakeholders from government, civil society and donors at national and regional levels.
- Strong leadership, problem-solving, strategic planning, analytical skills.
- Experience in budget and financial management.
- Able to prioritize tasks, manage time and tight schedules, work effectively under pressure, and assist direct reports with prioritization of tasks and meeting deadlines.

- Excellent written and verbal communication skills in English and Nepali required, with demonstrated capacity to deliver high-quality donor reports and public presentations. Communication skills in Hindi considered as assets.
- Proficiency with Microsoft word processing, spreadsheet and presentation software.
- Prior experience in managing US federal grants is highly desirable.

**Behavioral competencies**

- Supports diversity in the organization with sensitivity and respect.
- Encourages team work, co-creates and promotes a consultative work environment.
- Proactively and constructively resolves conflict or challenges.
- Nourishes the project and team work with strategic thoughts and guidance.
- Displays flexibility and adaptability to change.
- Promotes a continuous learning environment.
- Commits to child protection/safeguarding.