

Job Announcement

Position Title: Team Leader

Duty Station: Nangarhar Province, Dara Noor District

Organization: FSCWEO

Contract Duration: 10 Months

Reports to: Program Manager

Gender: Male

Announced Date: 22 September 2025

Closing Date: 28 September 2025

Number of Positions: 1

1. Background

Under the Post-Earthquake Program in Nangarhar, the project aims to enhance the food security, nutrition, and resilience of vulnerable households in selected districts. The focus is on building the practical and entrepreneurial capacities of targeted beneficiaries so they can engage in income-generating and nutrition-improving activities that contribute to sustainable household wellbeing.

2. Purpose of the Position

The Project Manager will be responsible for the overall management, coordination, and implementation of the post-earthquake program in Dara Noor District of Nangarhar Province. The Project Manager will oversee field operations, supervise project staff, ensure quality and timely delivery of project outputs, maintain coordination with local authorities and stakeholders, and ensure compliance with organizational standards.

3. Key Responsibilities and Duties

A. Project Management and Coordination

- Plan, lead, and oversee the implementation of all project activities in line with Post-Earthquake program objectives.
- Develop detailed work plans and ensure timely and effective delivery of outputs.
- Supervise and support field teams and project staff to ensure quality implementation.
- Coordinate with relevant government departments, community leaders, and other stakeholders.
- Ensure that project resources (financial, human, and material) are efficiently managed.

B. Monitoring, Reporting, and Documentation

- Monitor project progress and provide regular updates to senior management.
- Ensure accurate and timely submission of monthly, quarterly, and final reports.

- Document lessons learned, best practices, and success stories.
- Conduct regular field visits to ensure quality implementation and beneficiary satisfaction.

C. Financial and Administrative Oversight

- Ensure compliance with financial and administrative procedures.
- Review and approve field activity budgets and financial reports.
- Monitor expenditures to ensure alignment with approved budgets.

D. Staff Supervision and Capacity Building

- Supervise project staff and provide ongoing mentoring and capacity-building support.
- Conduct performance appraisals and identify training needs.
- Promote teamwork, accountability, and professional growth among staff.

E. Compliance and Conduct

- Ensure adherence to organizational policies, including Code of Conduct, PSEA, and Child Protection.
- Promote gender equity, inclusion, and safeguarding principles in all activities.
- Sign and comply with PSEA and Child Protection self-declaration forms.

4. Expected Deliverables

- Comprehensive project work plan and implementation schedule.
- Monthly and final progress reports on project implementation and outcomes.
- Documented lessons learned, success stories, and best practices.
- Strong coordination and collaboration mechanisms with stakeholders.

5. Required Qualifications and Experience

- Education: Bachelor's degree in Project Management, Business Administration, Agriculture, Economics, or other related fields.
- Experience: Minimum 4–6 years of proven experience in project management or development programming.
- Prior experience in managing community-based or nutrition-related projects is highly desirable.
- Familiarity with local context, socio-economic dynamics, and cultural environment of Nangarhar Province (especially Dara Noor District).

6. Required Skills and Competencies

Technical Skills:

- Strong expertise in project planning, implementation, and reporting.
- Experience in business development and community resilience programming.
- Knowledge of reporting requirements and organizational standards.
- Good understanding of market linkages and local enterprise ecosystems.

Soft Skills:

- Excellent leadership, communication, and interpersonal skills.
- Strong organizational and problem-solving abilities.
- Proficiency in English, Pashto, and Dari (spoken and written).
- High commitment to teamwork, accountability, and professionalism.

7. Monitoring and Quality Assurance

- Regularly evaluate project performance and beneficiary satisfaction.
- Ensure that all activities align with project objectives and safeguarding standards.
- Provide feedback and recommendations for continuous improvement.

8. Application Guidelines

Interested candidates are invited to submit their CV and cover letter to hr@fscweo.org by 28 September 2025.

Please mention the Vacancy Title: Project Manager – NGR 001 in the subject line of your email.

Only shortlisted candidates will be contacted for interviews.