



Transforming natural resource management
Empowering communities
Transformer la gestion des ressources naturelles
Renforcer le pouvoir d'agir des communautés

Position:	Project Manager
Location:	Harare, Zimbabwe (Right to work in country only)
Deadline for applications:	October 11 th 2024
Starting date:	November 2024
Duration:	12 months (3 months probation); with possibility of renewal based on availability of funding and performance
Language Requirements:	MUST be fluent in English

About IMPACT

IMPACT transforms how natural resources are managed in areas where security and human rights are at risk. We investigate and develop approaches for natural resources to improve security, development, and equality. We are an independent non-profit, collaborating with local partners for lasting change.

IMPACT is headquartered in Ottawa, Canada and has offices in the Democratic Republic of Congo, Uganda, and Côte d'Ivoire as well as representation in Burkina Faso and Mali.

About planetGOLD Zimbabwe

The planetGOLD Zimbabwe project is supported by the Global Environment Facility (GEF) and led by the UN Environment Programme (UNEP). In Zimbabwe, the project is executed by IMPACT, in partnership with Zimbabwe's Ministry of Environment, Climate and Wildlife (MECW) and the country's Ministry of Mines and Mineral Development (MMMD).

The project will work together with local communities to reduce the use of mercury in artisanal and small-scale gold mining—the world's largest source of anthropogenic emissions of mercury pollution— while improving the health and lives of local mining communities. The Zimbabwean project is part of a global program similarly implemented in 23 countries. Learn more about planetGOLD at planetGOLD.org.

Project Manager

The Project Manager is responsible for leading and ensuring successful and timely implementation of the planetGOLD Zimbabwe project. Working closely with the other colleagues in the project's management unit (PMU), and with the overall guidance and support from IMPACT, UNEP and the Project Steering Committee (PSC), the Project Manager develops activity plans for approval and then supports execution of activities accordingly.

In addition to planning, the Project Manager is responsible for carrying out other project management functions, including preparing and submitting donor reports in a timely and accurate fashion, reviewing project expenditures on a regular basis, managing project staff, ensuring strong stakeholder relations, and ensuring proper monitoring is carried out throughout the project's lifecycle.



Lead in Activity Planning & Execution

- Lead activity planning and execution with the participation and engagement all project's relevant partners.
- Manage Zimbabwe based team for the planetGOLD project.
- Produce, share and make accessible project activity reports, plans and budget information to relevant colleagues and partners.
- Prepare and manage contracts with subcontractors, consultants and partners to the project, with support of colleagues from IMPACT's operations department. Ensuring contractual obligations are met.
- Ensure regular revision of project expenditures and monitoring of the project budget, in collaboration with the project's designated finance officer.
- Ensure regular communication and meetings between the project staff.
- Ensure regular communication and meetings with the donor (UNEP)
- Ensure proper tracking of the necessary (gender-disaggregated) information related to activity implementation that is required for donor reporting and monitoring and evaluation, in close collaboration with project staff.
- Ensure that elements of the Gender Action Plan are streamlined into the project's activity planning and implementation.

Stakeholder Engagement

- Liaise with project stakeholders (e.g. miners, traders, community leaders, etc.) to solicit input and feedback into activity planning and implementation, with careful consideration for equity and inclusion of potentially disadvantaged groups (e.g. women, youth, minorities, etc.).
- Ensure the project's grievance mechanism is in place and available to stakeholders thoroughly.
- Respond to requests for information by project beneficiaries and stakeholders, as well as potential new stakeholders, especially in relation to the Gender Action Plan.
- Organize 1-2 meetings per year for the Project Steering Committee, and ensure proper documentation and communication follow up.
- Ensure effective communication with Project Steering Committee members is carried out throughout the year.
- Regularly engage and communicate with the project's Implementing Agency (UNEP) to ensure main project updates are shared on an ongoing basis, including donor reporting tools as well as ad hoc communications.
- Regularly engage, participate and communicate with the planetGOLD programme global executing agency (NRDC)

Communications

- Proactively share information related to activity implementation with the Communications Officer.
- Respond to targeted information requests from the Communications Officer and/or Communications Director in support of the development of specific communications and knowledge-sharing products.
- Coordinate direct communication between the Communications Officer and project beneficiaries, where needed.

Candidates are asked to clearly demonstrate in their applications how they meet the requirements of the position.



Qualifications

The successful candidate **MUST** have the following experience and skills:

- Minimum 10 years of experience working in a project management role, preferably including responsibility for a USD1m+ donor funded international development programme
- Demonstrated experience in a role requiring management of multiple project stakeholders, in particular government
- Fluency in English; knowledge of other languages spoken in Zimbabwe is considered an asset
- Demonstrated experience in setting a new project is considered an asset
- Demonstrated experience or interest in artisanal mining is considered an asset
- Demonstrated experience with gender equality issues and the human-rights-based approach applied is considered an asset
- Demonstrated experience in monitoring and evaluation and/or communications is an asset
- Strong Microsoft office skills (Word, Excel, PowerPoint)

Key Competencies:

- Strong leadership skills
- Excellent attention to detail
- Ability to work independently and to respect deadlines with minimal supervision
- Excellent organizational, planning and time management skills: demonstrated ability to prioritize while managing a complex workload
- Excellent problem solving and judgment
- Team player: ability to work with colleagues at all levels (senior and junior) and in cross-cultural environments
- Intuitive and pro-active: ability to identify potential issues, needs, threats or opportunities and brings these to the attention of Senior Management or relevant personnel
- Ability to adapt to and work effectively on complex issues in a fast-paced environment

To apply

Send the following information by email to jobs@impacttransform.org

- A **cover letter** explaining your interest in the position (maximum 2 pages)
- Your **curriculum vitae** (maximum 3 pages)
- Preferred **salary** expectations

In the subject of the email please state: the position you are applying for and your name.

Only shortlisted candidates will be contacted. No emails, WhatsApp messaging, phone calls or walk-ins please.

Failure to comply with the elements requested above will automatically lead to the rejection of the application.

IMPACT operates a ZERO tolerance policy on sexual exploitation, abuse and harassment.

