VACANCY ANNOUNCEMENT

Project Manager – Child Protection and Support to Vulnerable Families

Duty station: Amman, Jordan
Expected starting date: December 2026
Contract duration: 15 months
Type of contract: Fixed-term contract
Application deadline: 5 November 2026

1. Background

Habibi Association was founded in Italy in 2013 with the aim of promoting social justice and socio-economic inclusion, with a particular focus on refugee protection, humanitarian assistance and support for disadvantaged people living in poverty or affected by conflict. The Association is recognised as a Civil Society Organisation by the Italian Agency for Development Cooperation (*Agenzia Italiana per la Cooperazione allo Sviluppo – AICS*) and operates in several countries across the Middle East.

In 2018, Habibi Association registered with Jordan's Ministry of Social Development and has since implemented a wide range of projects targeting refugees and the most vulnerable members of host communities. Particular attention is given to women, young people and persons with disabilities, with the aim of promoting their social and economic inclusion.

As part of a consortium, Habibi Association has been awarded an AICS-funded protection project in Jordan under the *Integrated Emergency Programme for Child Protection and Support to Vulnerable Families in Jordan*.

The project aims to strengthen the protection and resilience of refugee and Jordanian children and their caregivers through integrated, multisectoral services, income support, capacity building and community mobilisation in Amman, Zarqa, Mafraq and Madaba.

Within the consortium, Habibi is responsible for activities aimed at improving access to integrated, inclusive and gender-sensitive child protection services for vulnerable children and their caregivers, as well as strengthening the economic resilience and capacities of households and communities through vocational training and support for income-generating activities.

To support the effective implementation of these activities, Habibi Association is seeking a **Project Manager** to coordinate and oversee the activities under its responsibility, working in close collaboration with consortium partners and relevant stakeholders.

2. Key Responsibilities

Reporting to the Projects Department Coordinator, the Project Manager will be responsible for the following areas:

A. Coordination with Partners, Donors and Stakeholders

- Maintain close coordination with consortium partners to ensure the effective, timely and consistent implementation of project activities.
- Participate in consortium meetings and facilitate the regular and timely exchange of information among project partners.
- Build and maintain effective working relationships with the donor, relevant governmental authorities, local associations and other key stakeholders.
- Promote collaboration and coordination among the different actors involved in project implementation.

B. Project Cycle Management and Implementation

- Oversee the day-to-day management of project activities and coordinate the project team, ensuring a shared understanding of project objectives, priorities and implementation strategies.
- Supervise activities implemented by Habibi's local partner, ensuring compliance with project plans, quality standards and agreed procedures.
- Prepare Terms of Reference (ToRs) and contracts for project staff and consultants, in coordination with the relevant internal departments.
- Ensure that project staff and local partners are familiar with and comply with the donor's rules, regulations and procedures.
- Develop and maintain a detailed operational work plan, ensuring appropriate planning, allocation of responsibilities and monitoring of progress.
- Organise regular weekly meetings with project staff and coordination meetings with partners, as appropriate, to review progress, address challenges and plan upcoming activities.
- Ensure the timely and effective implementation of project activities in line with the approved work plan and expected results.
- Promote the active participation of beneficiaries throughout all phases of the project cycle.
- Ensure the proper implementation of Habibi's Protection from Sexual Exploitation and Abuse (PSEA) Policy and related procedures.
- Ensure that project communication and visibility activities comply with donor requirements.
- Collect and use feedback from beneficiaries to inform decision-making and adapt implementation strategies and action plans where necessary.
- Ensure the effective implementation of monitoring, evaluation, accountability and learning (MEAL) processes, in coordination with the relevant staff and partners.
- Prepare and submit narrative reports and other required project documentation within the established deadlines, ensuring that all records are properly organised, updated and stored in accordance with Habibi's internal procedures.

C. Budget and Financial Management

- Oversee project financial management, including expenditure incurred by local partners, ensuring accuracy, timeliness and compliance with donor requirements and Habibi's financial procedures.
- Prepare and regularly update expenditure forecasts in coordination with the Finance Department, monitoring actual expenditure against the approved budget.
- Ensure compliance with the donor's contractual and financial requirements.
- Coordinate with the Finance Department in the preparation and review of financial reports and supporting documentation.
- Monitor budget implementation, identify potential deviations and take appropriate action in coordination with the relevant departments.

D. Contribution to Habibi Association's Organisational Development

- Participate in internal staff meetings and other relevant coordination meetings as required.
- Contribute to the identification of new project opportunities and the development of project proposals, drawing on implementation experience and the needs identified among beneficiaries and local stakeholders.

3. Required Qualifications and Experience

Education

- University degree in Political Science, International Relations, International Cooperation and Development, African, Asian or Middle Eastern Studies, Economics or Development Economics, Law or International Law, or another relevant field.
- A Master's degree in a relevant field will be considered an asset.

Professional Experience and Technical Skills

- At least two years of relevant professional experience in project management within international cooperation projects, preferably in the field of child protection.
- Previous professional experience in the Middle East.
- Experience managing projects funded by the Italian Agency for Development Cooperation (AICS) will be considered an asset.
- Strong administrative, organisational and project management skills.
- Good command of IT tools and office software.
- Excellent planning and organisational skills, including the ability to set priorities, define objectives, anticipate risks and manage competing deadlines.
- Familiarity with monitoring, evaluation, accountability and learning (MEAL) approaches and procedures is an asset.

Languages

- Advanced proficiency in English, both written and spoken.
- Knowledge of Italian will be considered an asset.
- Knowledge of Arabic will be considered an asset.

Personal and Interpersonal Skills

- Strong leadership and team management skills, with the ability to motivate colleagues and foster effective teamwork.
- Excellent communication and interpersonal skills, including the ability to work constructively with diverse stakeholders and partners.
- A proactive and solution-oriented approach, with the ability to identify challenges and develop practical responses.
- Strong sense of responsibility, attention to detail and commitment to meeting deadlines.
- Commitment to social inclusion, child protection, gender equality and the rights and dignity of vulnerable and marginalised people.
- Willingness and availability to travel regularly to project locations outside Amman.

4. Contractual Conditions

- **Duty station:** Amman, Jordan.

- **Contract duration:** 15 months.
- **Expected starting date:** December 2026.
- **Gross salary:** EUR 1,800–2,000/month subject to the candidate's qualifications and relevant experience.

5. Application Procedure

Interested candidates who meet the above requirements are invited to submit their applications by **5 November 2026** to **info@associazionehabibi.org**.

Please include **AICS_NOOR_PM_VACANCY** in the email subject line.

Applications must include:

- An up-to-date CV.
- A motivation letter of no more than one page, outlining the candidate's relevant experience, motivation and suitability for the position.
- Contact details for two professional referees, including their first and last names, job titles, email addresses and telephone numbers. Referees should be individuals who have directly worked or collaborated with the candidate, such as former or current line managers, colleagues or professional counterparts.

Only shortlisted candidates will be contacted.

Habibi Association reserves the right to close the recruitment process once a suitable candidate has been identified.