



**Job description:** Project Manager WASTE/ Take a Stake (0,8 FTE)

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### **Introduction**

WASTE is specialized in urban and peri-urban sanitation, solid waste and in the sustainable financing of emerging markets in these sectors. WASTE has a solid base of 35 years of experience and has an extensive network in more than 11 low- and middle-income countries in Africa and Asia. WASTE manages a multi-million portfolio focusing on value chain improvements in waste and sanitation and setting up systems that supports local governments, small and medium sized businesses, financial institutions and community initiatives.

We are scaling up our programmes. Recently we have acquired an assignment of the Swedish International Development Agency, Sida, to set up an investment fund in the sanitation sector: Take a Stake.

For the management of this initiative and some other WASTE projects we are looking for an experienced project manager.

### **Project Manager**

The Project Manager manages a portfolio of projects from an operational and contractual perspective.

An important project in this portfolio is the operational management of the Take a Stake initiative. Purpose of the project manager position is achieving the project objectives by planning, budgeting and evaluating activities and monitoring and reporting on results.

The Project Manager collaborates closely with the Project Leaders of the projects and reports to the director of WASTE.

### **Tasks and Responsibilities**

1. Support the Project Leader in the alignment and execution of projects in and across the countries.
2. Act as deputy for the project leaders.
3. Translate and manage contract requirements in planning, budgeting and monitoring of activities.
4. Support Project Leaders in contracting of partners, consultants and institutions.
5. Coordinate interactions with donors and the partners on contract related issues.
6. Consolidate all information into required reports on global and country level. This report includes financial reports (under the WASTE Controller's responsibility) and progress in terms of outputs, outcomes and impact.
7. Coordinate organization of regular review meetings and other relevant networking and sharing opportunities so as to ensure that learning and sharing and external communications takes place.
8. Setting up the data management system together with the WASTE Controller to ensure that the accountant and other key stakeholders get required and timely information.
9. Support and coordinate development of acquisition and proposal development.

### **Knowledge and experience**

1. BSc / MSc with a minimum of 5 years of relevant project management (execution) experience, preferably in Africa and / or Asia



2. Experience with and knowledge of the developmental sector, knowledge of the WASH sector is a pre.
3. Well-developed financial management skills particularly pertaining to understanding and ability to support the development of programme budgets
4. Knowledge of PME for learning and accountability
5. Inspiring leader, with good diplomatic and interpersonal skills, who is culturally sensitive
6. Ability to work independently, manage complex processes, strong result and service orientation
7. Excellent English writing and speaking skills
8. Knowledge of the Dutch language is desirable

#### Core competences

- Entrepreneurial behaviour
- Focused on cooperation/teamwork
- Facilitation and coordination skills
- Focused on results
- Programme management skills
- Integrity

#### Job related competences

- Plan and organize
- Vision
- Decisive
- Persuasive strength
- Leadership

#### **Salary:**

Salary indication between €50.000,= and €60.000 on an annual basis for a full-time appointment (36 hours).

#### **Time period**

The position is initially offered for one year, but with the expectation of continuation for an indefinite period of time, depending on performance and once funding is approved.

#### **Application notes**

To apply, please submit a motivational letter (no more than one side of A4) and CV (no more than 3 pages) to [nterra@waste.nl](mailto:nterra@waste.nl). For further information on WASTE and the Take a Stake initiative please visit <http://www.waste.nl>. For questions you may also call Nico Terra at 0654708060.

The closing date for submission of applications is **27th October 2020**. Interviews will be held November 2<sup>nd</sup> and 3<sup>rd</sup>.