

Project Manager Role– Job Description (WF-AID)

Role Purpose

The Project Manager is responsible for the day-to-day management and coordination of WF-AID's projects, ensuring they are planned, implemented, monitored and completed efficiently in accordance with organisational standards.

Reporting to the Operations Manager, the Project Manager will oversee the daily activities of the Projects Team, coordinate workloads, monitor project progress and act as the first point of escalation for project-related matters.

The role is responsible for ensuring projects continue to progress efficiently, deadlines are achieved, quality standards are maintained and partner organisations receive timely support throughout the project lifecycle. Significant operational issues or risks will be escalated promptly to the Operations Manager for resolution.

Key Responsibilities

- Oversee the implementation of WF-AID projects from approval through to completion.
- Develop and maintain project implementation plans, trackers and work schedules.
- Monitor project progress against agreed timelines, milestones and budgets.
- Identify implementation risks and coordinate appropriate corrective actions.
- Produce regular project status updates for the Operations Manager.
- Support field monitoring visits and roadshows where required.
- Provide day-to-day supervision, guidance and support to Project Coordinators and Project Interns.
- Allocate workloads according to priorities and team capacity.
- Monitor team performance and ensure agreed deadlines are achieved.
- Review project proposals, reports, budgets and supporting documentation before submission to the Operations Manager.
- Conduct spot checks to ensure project documentation is accurate, complete and compliant with organisational procedures.
- Ensure departmental SOPs, donor requirements and quality standards are consistently applied.

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- Minimise avoidable errors through effective quality assurance processes.
- Maintain regular communication with implementing partners throughout project implementation.
- Support partners in resolving routine implementation issues and ensure reporting requirements are met.
- Escalate significant operational concerns to the Operations Manager where necessary.
- Ensure project records, databases and management trackers remain accurate and up to date.
- Monitor reporting schedules and ensure donor and partner reports are received and processed within agreed deadlines.
- Maintain accurate management information to support departmental planning and reporting.

As this list is not exhaustive, the candidate may be required to undertake other duties of a similar nature that are reasonably associated with their role.

Person Specification

Essential

- Strong project management and organisational skills.
- Experience managing multiple projects simultaneously.
- Experience supervising or mentoring staff.
- Excellent attention to detail.
- Strong communication and stakeholder management skills.
- Ability to prioritise competing demands effectively.
- Strong problem-solving and decision-making skills.
- Ability to work under pressure and meet deadlines.
- Competent in Microsoft Office (particularly Excel), ClickUp and project management systems.
- Flexibility to attend events and travel where required.

Desirable

- Experience within the humanitarian or international development sector.
- Knowledge of donor-funded project management.
- Experience working with overseas implementing partners.

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- Understanding of project monitoring, evaluation and reporting.

Success Measures

Success in this role will be demonstrated through:

- Projects delivered in accordance with agreed timelines and implementation plans.
- High-quality project documentation requiring minimal amendments.
- Effective allocation and management of team workloads.
- Improved communication with implementing partners and stronger reporting compliance.
- Increased team performance, accountability and professional development.
- Accurate, up-to-date project records, trackers and management information.
- Reduced operational bottlenecks and improved efficiency across the Projects Team.

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