



## ToRs – PROJECT MANAGEMENT EXPERT

### Job description

Job title	<b>Project Management Expert</b>	Type of contract	<b>Fixed-Term 3 years Contract (renewable subject to satisfactory performance evaluation)</b>
Duty station	<b>N'Djamena, Chad</b>	Staff under his/her responsibility	<b>XXX</b>
Supervisor	<b>Head of the Cooperation and Projects Division</b>	Category	<b>C4 of the work scheme of LCBC</b>

### ABOUT LCBC

The Lake Chad Basin Commission (LCBC) is an Inter-State Organization which was established on the 22<sup>nd</sup> of May 1964 by the four Lake Chad riparian countries, namely Cameroon, Chad, Niger, and Nigeria. The Central African Republic and Libya have joined the Commission in 1996 and 2008 respectively, with the aim of promoting cooperation and management of water and other environmental resources in the Lake Chad Basin. Its mandate includes (i) the sustainable and equitable management of the waters of Lake Chad and other transboundary water resources in the Lake Chad Basin; (ii) the conservation of the ecosystems of the Conventional Basin; (iii) the promotion of regional integration, the preservation of peace and security in the Conventional Basin. This mandate can only be achieved through inter alia the implementation of projects and programmes aimed at improving access to drinking water, strengthening the resilience of populations to climate change and consolidating peace and security in the region. In recent decades, however, the LCBC has been facing complex multidimensional challenges such as environmental degradation, poverty, insecurity, drastic reduction in the surface area of the lake, due to droughts, undue exploitation of resources and climate deterioration, etc.

### THE FUNCTION

Under the direct supervision of the Head of Division of Cooperation and Projects (CPD), the Project Management Expert is responsible for the successful implementation of project preparation, in accordance with the Community Development Plan (CDP).

### THE ROLE

### KEY RESPONSIBILITIES



The main duties and responsibilities of the Project Management Expert include, but are not limited to, the following:

- Coordinate and manage LCBC projects, communications, and events;
- Support in the coordination and implementation of the Project Identification and Development Group's projects, including donor correspondence, commissioning and installation of new projects as well as monthly reporting;
- In collaboration with the Information and Communication Technologies Division, update the website on the projects being implemented by the LCBC;
- Ensure recognition and ownership of donors by producing regular lists, and ensure that these donors are appropriately acknowledged in LCBC publications and communications;
- Inform HRs of any training needs for the benefit of staff working in projects as well as focal structures;
- Prepare PowerPoint presentations for special events/functions and meetings;
- Draft letters related to fundraising events;
- Provide support/assistance, as appropriate, at donor-related events;
- Celebration of Donor Recognition, special campaign events;
- Maintain relationships within the community for effective project design.

#### QUALIFICATIONS AND EXPERIENCE

- Master's degree in social sciences / Humanities, Law, International Relations, Diplomacy, Economic Planning or any other related fields;
- At least 5 years of experience in the design of community-based development programmes in countries or in rural settings;
- Proven experience and ability to work with the private sector in identifying and encouraging community development;
- Proven skills and knowledge in social development, including participatory development and rural livelihoods;
- Knowledge of and work in rural communities in Member States based on the principle of "DO NO HARM";
- Familiarity with various donors and their procedures is desired;
- Proficiency in computer tools (MS Office and specialized software) is mandatory;
- Experience in an INGO or NGO, preferably in a multicultural environment, would be an asset.
- Fluency in English and/or French language;
- Commitment to high ethical standards, integrity and transparency;
- **Age limit: Maximum 44 years old.**

To apply, please send your application (letter of motivation, Curriculum Vitae, Criminal records dated less than 3 months, legalized copies of diplomas and work certificates, with 3 employer reference persons; preferably last employer, by ....., with the words "Application for the position of Project Management Expert" at the LCBC



Executive Secretariat, Place de la Grande Armée, N'Djamena, Chad – P.O. Box 727 or by email at: [vacancy@cblt.org](mailto:vacancy@cblt.org)

*Please note that the LCBC guarantees equal opportunities for everyone, promotes the diversity of its team and a zero-tolerance policy for bribery and corruption. In addition, it does not accept any payment as part of this recruitment process. Only shortlisted candidates will be contacted.*

*In the event of a final selection, the following will be required:*

- *The originals of the highest diplomas stated;*
- *A copy of the criminal records dated less than three months;*
- *A medical check-up and follow-up certificate issued by an occupational physician;*
- *Other personal documents (civil status certificates of family members, etc.)*