

<https://jobs.eagmark.net/job/project-assistant/>

Responsibilities

Project Coordination and Monitoring

- Support in coordinating SASAS project-wide initiatives, reports, and meetings between AIDI and other project groups.
- Prepare necessary documentation and coordinate the administration of project subcontracts and consultancies, ensuring full compliance with established policies and processes, monitor their implementation, and ensure smooth closure of contracts.
- Assist the Country Coordinator in organizing project workshops and follow up to ensure responsible parties follow through on the decisions related to project implementation.
- Provide support to the SASAS Project Lead & Country Coordinator as they develop annual work plans and monitoring their execution against the project baseline, including activities, deliverables, schedule, and associated costs, and ensure that the project work plan is regularly updated in CIMMYT's project management system (Teamwork).
- Support in ensuring effective deployment of staff and other resources, including staff time allocation to the SASAS project.
- Support in managing partners'/stakeholders' expectations, and review for quality assurance project deliverables.
- Support systematic monitoring of contributions by project team members to facilitate performance management.

Project Financial Monitoring

- Provide support to SASAS Finance Officer when developing SASAS annual budget.
- Monitor and report on utilization of budget and commitments accurately and in a timely manner to facilitate informed decision making, including appropriate project budget upload and revision, based on work-plan, extracting project budget monthly, reviewing transactions, and providing feedback to SASAS Project Lead and Country Coordinator.
- Support in ensuring SASAS financial transactions undergo proper institutional approval process and are satisfactorily executed.
- Support in the program procurement and management of SASAS project assets, inventory, and other resources, in alignment with CIMMYT's policies and processes.
- Review financial transactions and share the burn rate report with the program staff.

Project Reporting

- Support in project technical reports writing in consultation with the Country Coordinator.
- Curate, manage, and ensure appropriate availability of key project documents to project staff and partners.
- Participate in compiling the periodic report as per CIMMYT and donor requirements.

Project Assistant

Hiring organization

International Maize and Wheat Improvement Center (CIMMYT)

Employment Type

Full-time

Industry

Agriculture

Job Location

Khartoum, Sudan

Other Responsibilities

- Coordinate SASAS events and training activities.
- Facilitate preparation of Standard Service Agreements for SASAS field trials

Qualifications

- Bachelor's degree in business administration degree or any other relevant degree. Project Management certification will be an added advantage.
- At least 3 years' experience in project management in an international development organization.
- Good communicator, excellent spoken and written English.
- Experience in monitoring and reporting on grant funded projects.
- Excellent computing skills; EXCEL, MS-Word, PowerPoint, MS-Project, Web Management etc.
- Exhibit the following competencies: proactivity, problem solving, decision-making achievement orientation and teamwork.
- The selected candidate must exhibit the following competencies: Organization, Critical thinking, Teamwork, Client Orientation, Problem Solving decision making, Negotiation and Conflict resolution.

Job Benefits

- Private Health Insurance
- Pension Plan
- Paid Time Off
- Work From Home
- Training & Development

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