

## **Vacancy Announcement for Non-Technical Survey Project Manager in Syria**

Position title:	ITF Non-Technical Survey Project Manager (ITF NTS PM)
Duty Station:	Hasakah, Syria; frequent travel to Erbil, Iraq
Duration:	10 months (start as soon as possible)
Opening date:	30 January 2023
Closing date:	13 February 2023

ITF Enhancing Human Security (ITF) is hiring for a **Non-Technical Survey Project Manager (NTS PM) for its Syria programme**. The position is based in Northeast Syria (NES) with frequent travel to Erbil, Iraq.

ITF seeks to support the resilience of communities in NES by reducing risks to peace and security. Since 2019, ITF has been supporting protection and food security/livelihoods programmes in NES with the aim of increasing civilian population's security by protecting lives, civilian infrastructure and productive assets, and supporting livelihoods and income-generation.

The NTS PM is responsible for the overall planning, implementation, quality, and monitoring of all NTS activities in country, implemented within an NTS-focused project. The NTS PM provides continuous technical advice, including on information management, to teams under his/her responsibility in order to develop the capacity and technical knowledge of national staff and to ensure safe implementation of activities according to IMAS and standard operating procedures (SOPs). The NTS PM is also ITF's technical focal point for the implementation of an NTS consortium project in NES and ensures overall project management with the support from ITF Head of Implementation Office in Iraq and other regional and national staff.

### **The main responsibilities include:**

Planning, monitoring & quality management:

- Initiate, plan and coordinate NTS activities in targeted communities;
- Coordinate and lead data collection in the field, including impact surveys;
- Analyze data on contamination collected by the NTS teams and provide reports on hazardous areas;
- Conduct regular Quality Assurance of the NTS teams;
- Monitor and analyze productivity and report to the ITF HQ with recommendations for improvement as required;

- Coordinate NTS activities with other consortium members and Humanitarian Mine Action (HMA) Coordinator;
- Ensure that priorities set by the programme are met, and the requirements of the donors and beneficiaries are taken into consideration through operational delivery;
- Act as budget manager for the NTS project.

**Staff management & supervision:**

- Plan and support recruitment of NTS teams and GIS/IM Officers as per project requirements in coordination with the National Manager and Coordinator;
- Design and deliver training for NTS and oversee accreditation of teams, design and deliver training to other partners as required;
- Conduct periodic refresher training for NTS staff and ensure the skills of teams are according to applicable SOPs and IMAS;
- Guide and technically support national GIS/IM staff in their data collection and information management roles;
- Mentor, manage, monitor and supervise the NTS teams, ensuring that they carry out their duties safely and in accordance with SOPs;
- Ensure that teams have the necessary materials and other equipment to carry out the designated activities.

**Data collection & information management**

- Develop data collection forms based on coordination with consortium members, project logframe and monitoring requirements of the donor;
- Development and follow-up of data collection plans with NTS teams in the field;
- Analysis and reporting in line with IMAS and the agreed NTS methodology;
- Monitoring of accuracy of data collected. Cross check data collected in the field, ensure regular updates, and solve eventual discrepancies;
- Support the set-up, maintenance and expansion of the system of data management and analysis for data dissemination and reporting;
- Supervise and monitor mapping related data collection;
- Ensure that all data, maps, and reports meet the requirements of IMAS and IMSMA.

**Coordination:**

- In cooperation with national staff liaise with local authorities, community leaders and other stakeholders to ensure the smooth implementation and acceptance of the NTS activities;

- Maintain good relationships and communication with the HMA Coordinator in NES and other mine action organisations in the area to ensure coordination and knowledge-sharing;
- Represent ITF in various coordination bodies as required.

**Reporting:**

- Prepare weekly/monthly/quarterly work plans;
- Prepare weekly/monthly/quarterly operational reports;
- Contribute to donor reports and new project proposal and budgets as required.

**Experience and Technical Qualifications:**

- Minimum 5 years' experience in NTS within HMA programmes;
- Minimum IMAS EOD level 2 qualified;
- Excellent working knowledge of International Mine Action Standards and experience in drafting SOPs;
- Excellent knowledge of non-technical survey and participatory community engagement;
- Excellent knowledge of information, reporting and collection platforms, especially ArcGIS Survey 123 and KOBO;
- Proven experience and knowledge of information management and analysis;
- Proven experience in training development and in mentoring national staff, including the execution of training courses to IMAS standards;
- Good knowledge of clearance methodologies and equipment utilized in demining operations, experience planning and implementing clearance operations is an asset;
- Understanding and application of humanitarian principles linked operational contexts;
- Good writing skills in reporting and proposal development;
- Computer literacy, including proficiency in Word, Power Point and Excel;
- Fluency in written and spoken English is essential, knowledge of Arabic and/or Kurdish is an asset;
- Previous experience working in NES is an advantage. Regional experience is strongly preferred;
- Ability to work away from home within remote environments and sometimes insecure field locations for extended periods of time;
- Strong organizational skills, proactive approach, and flexibility;
- Strong leadership, team building and communication skills;
- Excellent communication and interpersonal skills.

### We Offer:

- A 10-month contract (extension contingent on funding and performance);
- A competitive salary;
- Up to 6 weeks of paid annual leave (pro rata);
- Three paid flights during contract duration;
- Accommodation provided;
- Work in a growing organization, which allows for a lot of flexibility and influence in shaping future humanitarian programing;
- Insurance as per industry standards.

### Application Process:

All interested candidates are requested to submit their CVs (no more than two pages) and Cover Letter (no more than one page) with two references to [info@itf.si](mailto:info@itf.si) and [katarina.cvikel-balic@itf.si](mailto:katarina.cvikel-balic@itf.si) prior to the closing date on 13 February 2023. Please state “Application: Non-Technical Survey PM Syria” in the email subject line.

Candidates are encouraged to apply as soon as possible as interviews are expected to be held on a rolling basis. ITF reserves the right to select a candidate prior to the closing date. Only shortlisted candidates will be contacted.

ITF staff must comply with ITF Code of Conduct and relevant Safeguarding and Anti-Corruption Policies. As part of the recruitment process, ITF conducts anti-terror checks, which is a prerequisite for employment.