



Promoting fair and effective criminal justice

JOB DESCRIPTION

Job title:	Project Manager, Central African Republic
Responsible to:	Executive Director in London
Location:	Bangui, Central African Republic
Hours of Work:	35 hours per week
Contract type:	Full-time six-month fixed-term contract from 1 January 2019
Salary:	Remuneration will be commensurate with international NGOs in Central African Republic

MAIN PURPOSE OF THE JOB

PRI is working in collaboration with the United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (CAR) on the implementation of a de-militarisation strategy for the penitentiary services in CAR. This project has three aims in 2019:

- To strengthen knowledge and understanding of key international standards on prison conditions within government, civil society and other stakeholders in CAR
- To support these stakeholders in developing an action plan within the framework of a steering committee for the implementation of the strategy
- To train the trainers of future prison staff on international human rights standards related to prison management and human rights within the penitentiary context.

The Project Manager will coordinate the project, have responsibility for its implementation and the design of the next phase, provide direction and leadership, and manage the project budget.

The Project Manager will be based in Bangui and will therefore need to have the legal right to live and work in Central African Republic. She/he will represent PRI locally and work closely with PRI's Executive Director in London and staff of PRI's offices in the Middle East and North Africa, Sub-Saharan Africa and London. She/he will be fluent in both French and English.

KEY ACCOUNTABILITIES

- Manage PRI's work on this project in CAR on a day-to-day basis, strategically and administratively
- Ensure planning, monitoring and reporting outputs and outcomes within the project; and secure logistical and administrative issues related to the project

- Manage and monitor the project budget
- Represent PRI at project-related meetings and events, preparing briefings and presentations, as required
- Manage the relationships with various stakeholders in CAR and donors
- Maintain regular contact with relevant PRI staff in respect of administrative, financial and strategic issues relating to the project
- Design and draft future fundraising proposals for PRI's work in CAR, and linked initiatives; provide narrative reports for donors and assist in the production of financial reports to donors, and ensure regular communication with PRI's donors
- Produce reports, news items and blogs on project activities and developments to contribute to PRI's website and newsletter
- Contribute towards the development of PRI's work by sharing learning from the work in CAR

December 2018