



## **Project Manager Assistant and capacity development Experts**

### **2 positions**

#### **Background and context**

CIMA Research Foundation ([www.cimafoundation.org](http://www.cimafoundation.org), Savona, Liguria, Italy) is a non-profit research organization that promotes the study, scientific research, technological development and higher education in engineering and environmental sciences. The main interests are in the fields of civil protection, risk reduction, climate change impact, public health and aquatic and terrestrial ecosystems conservation.

CIMA is looking for two (2) project manager assistants and capacity building experts with at least 5 years' experience in capacity building for disaster risk management and early warning systems for climate and meteorological risks.

Experts are required to work on the following tasks:

- Position 1 Cambodia and Laos PDR: CIMA, in partnership with the World Meteorological Organization (WMO), will support the authorities of Cambodia and Laos PRD in implementing a floods and droughts Early Warning System based on the flood forecasting system FloodProofs and myDEWETRA.world
- Position 2: CIMA, in partnership with UNDRR, is supporting the African Union Commission, the Regional Economic Communities (RECs) and other African partners in strengthening Early Warning system and anticipatory actions through several initiatives at national level, i.e. in Malawi, or at continental level with the project Network of Excellence.

#### **Key responsibilities**

The project manager assistant and capacity development experts will have the following responsibilities:

- Support coordination in project implementation;
- Liaise with partners and donors for the implementation of the project;
- Coordinate CIMA technical implementation teams and engage partners to ensure ownership of the activities;
- Participate to training, events consultations organized in the framework of the project;
- Prepare project reporting and coordinate the collection of contributions from technical teams and partners.
- Monitor the status of implementation of the activities and in coordination with the project manager identify possible correction in case of deviation with planning;

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[www.cimafoundation.org](http://www.cimafoundation.org)

**Fondazione CIMA • CIMA Research Foundation**

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- Liaise with CIMA communication unit to ensure visibility of the project;
- Assist the Project Management and Project Financial Manager in ensuring the good financial management of the project;
- Depending on the skill and the knowledge, lead some technical components on the project (i.e., conduction of trainings, implementation of myDEWETRA.world, GIS processing for risk assessment or flood forecasting, etc.).

All tasks should be performed in coordination with other CIMA's experts and under the supervision of CIMA's project manager and reference program director.

**The ideal candidates should have the following expected profile:**

*Education*

- University degree on Civil and Environmental Engineer, Geology, Environmental Science, Disaster Risk Management, Political science or equivalent.

*Languages*

- Full working knowledge of English (written and spoken). Fluency in French is desirable.

*Personal skills*

- Good organizer and planner;
- Good attitude to work in teams and sense of initiative;
- Strong attitude for establishing partnership with national and international actors
- Liaison skills;
- Facilitation skills;
- Analytical skills;
- Excellent verbal and written communication skills and capacity to work under pressure and short deadlines;
- Willingness to travel abroad;
- Experience in conducting assessments and/or/research is a merit.

### *Experience*

- At least 5 years of experience in the fields of Early Warning System, Disaster Risk Reduction / Natural Hazards / Project Management
- Proved experience in interaction with national stakeholders in charge of disaster risk reduction and management, climate change adaptation, Early Warning System
- Experience and skills in writing reporting and briefs
- Experience in conducting trainings at national and international level
- Experience in capacity development for Disaster Risk Reduction in international context
- Experience and knowledge of the South-eastern Asian (Position 1) or African (Position 2) context

### **We offer:**

- an interesting job in an interdisciplinary environment;
- the opportunity for professional growth and know-how acquisition;
- the opportunity to work in motivated teams;
- the opportunity to work in an international initiative.

### **Overview of the assignment:**

- Location: Home and Field;
- Estimated Duration: 12 months;
- Gross compensation will be about 30.000,00 Euros.
- Expected starting date: as soon as possible;
- Responding to: CIMA Foundation;
- Reporting to: CIMA Foundation.

Interested candidates should submit their CV to the email [ricerca.personale@cimafoundation.org](mailto:ricerca.personale@cimafoundation.org) (cover letter and reference letters can be submitted too stating the preference for the position: *Assistant Project Manager – Position 1*”, for the Cambodia and Laos PDR project, or “*Assistant Project Manager – Position 2*”, for the UNDRR funded projects in Africa.). **The deadline is Tuesday 28<sup>th</sup> February time 23.59 (CET). The subject of the email should be: Project Manager Assistant and Capacity development Experts**

The candidates, after CV evaluation, might be contacted for an online interview. Based on the interview outcomes, a proposal for the position and remuneration within CIMA will be made to the candidates.



**Any question related to this call can be directed in English, within 27<sup>th</sup> February 2022 (23.59 CET), to [ricerca.personale@cimafoundation.org](mailto:ricerca.personale@cimafoundation.org).**

Savona, 21 febbraio 2023

Managing Director

Luisa Michela Colla

A handwritten signature in black ink, which appears to read 'Luisa Michela Colla'.

With this document, CIMA Foundation is authorized to process the personal data of the subjects involved in the relationship referred to in the object, exclusively for the purpose of carrying out administrative procedures, pursuant to EU Reg. 2016/679 and D.Lgs 101/2018. In compliance with the principle of minimization of processing, the data will be collected and stored by the CIMA Foundation, preferably in digital format, through systems owned or placed under its control. The maximum data retention time will not exceed the time necessary for the performance of administrative functions. The provision of data is mandatory. The data controller is CIMA Foundation. For any need, you can contact the Data Protection Officer at the address: [dpo@cimafoundation.org](mailto:dpo@cimafoundation.org)