

JOB DESCRIPTION

Project Manager – Labor Mobility Support

Position title	Project Manager – Labor Mobility Support
Location	Dili, Timor-Leste
Reports to	Program Director
Grade	Grade 7
Position type	Full – Time, Fixed – Term
Start date/timeframe	May 2025

1. Background

1.1 About CARE

CARE is an international development and humanitarian organization that has been working in Timor-Leste since 1994. With programmes that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in Society through development and humanitarian programmes.

CARE in Timor – Leste is currently hiring for a Project Manager position for a Potential Labor Mobility project subject to awards granting.

CARE in Timor-Leste has zero-tolerance for sexual harassment, sexual exploitation, and sexual abuse, as well as all forms of harm to children.

CARE participates in the global [Inter-Agency Misconduct Disclosure Scheme \(MDS\)](#). In line with this Scheme, CARE in Timor-Leste will seek a "Statement of Conduct" from all past employers that candidates have been employed by over the last 5 years, specifically related to incidents or investigations into allegations of sexual harassment, sexual exploitation or sexual abuse during their employment. CARE is also committed to disclosing knowledge of sexual misconduct to other agencies where requested.

2. The role

- Provide overall leadership, management and technical oversight of the project to ensure it achieves the highest standards of project quality, contractual compliance and quality reporting throughout the project cycle as per the Project Proposal and budget.
- Oversee project expenditure, including developing appropriate costed work plans and budgets and identifying and mitigate risks.
- Responsible for the strategic planning, organizing and implementation of project activities including project timeline
- Support key project advocacy priorities through a range of activities including presentations, reporting, and high-level meetings with the relevant stakeholders
- Responsible for establishing and maintaining good relationships and strong coordination with relevant stakeholders, local partners, and donors
- Work closely with CARE Program Support Unit team to ensure all operational activities related to finance, human resource management, and logistic & procurement managements are complying with CARE regulations and Program Quality
- Responsible for ensuring quality reports of project implementation to relevant stakeholders and donors
- Lead all activities related to staffing and procurement of goods and services for project through working closely with CARE HR and Logistic and Procurement Team
- Travel locally and internationally to ensure proper and effective implementation of the project activities, as required

3. Selection criteria

- University degree in project management or other relevant areas
- Extensive experience (at least 5 years) in managing projects preferably with international development organizations and agencies, focusing on labor mobility support
- Significant experience in project management, including budgeting, planning, and monitoring
- Solid knowledge of labor management issues in the country
- Good knowledge and experience of labor mobility practices
- Demonstrated experience in capacity building of staff and local partners, and proven ability to lead, coach and motivate staff.
- Excellent representational, liaison and negotiation skills; including experience developing networks and relationships with government, civil society and other stakeholders.
- Demonstrated ability to respond effectively to challenges, work effectively in a small, diverse and busy team environment with minimal supervision.
- Demonstrated high level organizational and time management skills including the ability to manage workflows and balance competing priorities to ensure timely processing to meet deadlines.

Note

CARE prioritises the safety of the community members that we work with, particularly the most vulnerable members of society, including women and children. CARE in Timor-Leste will not tolerate sexual harassment, exploitation or abuse by staff or partners, and has embedded systems to prevent and address safeguarding risks across our operations.