

Regional Office Manager – Hub Ariana

Background

The Tunisia Accountability Decentralization and Effective Municipalities (TADAEEEM) program is funded by the United States Agency for International Development (USAID). The program aims to help the Government of Tunisia decentralize governance to the institutions closest to its citizenry and continue to strengthen its nascent democracy. The project, alongside a team of subcontractors, works on enhancing citizen participation in the process of governance as well as the government's capacity to deliver the services that citizens prioritize. The project team works in 12 Governorates, 33 adjacent municipalities, and with the central government in Tunis to ultimately strengthen the ecosystem of stakeholders and institutions across the country. Outside of Tunis, the project holds 5 regional offices.

Tasks and Objectives

The Regional Office Manager will oversee TADAEEEM regional office technical work and operations with specific attention to the following areas:

- Manage the day-to-day operation of the Office, including staff attendance and office expenses;
- Oversee the implementation of TADAEEEM work plan and MEL for the provincial team;
- Provide supervision, mentoring and guidance to program staff;
- Maintain relationships with the team's key counterparts;
- Coordinate closely with other regional team leaders and experts supporting their work plan and other donors working in their regions, under supervision from the Technical Operations Senior Manager;
- Provide weekly, or as required, progress reports of program activities, including atmospherics in the region;
- Follow and ensure security measures in the Project Office, and report any and all security incidents in the region;
- Travel to municipalities in the region to meet with counterparts and oversee Project implementation, and to Project Office HQ, as necessary;
- Report on a regular basis to the Technical Operations Senior Manager & other designees;
- Performs related work as assigned.

Reporting Requirements

The Regional Office Manager will report directly to Technical Operations Senior Manager as mandated by The Chief of Party or the Deputy Chief of Party.

Place of performance

The Regional Office Manager shall operate in the Hub Ariana Office which is in Tunis office but will allocate a significant amount of time in target municipalities.

Qualifications

- Bachelor's degree in management or equivalent and relevant to the position.
- Minimum 5 years of experience in project management of complexed projects;
- Experience working with institutional entities and counterparts;
- Demonstrated knowledge and understanding the decentralization context and local governance;
- Fluency in French and Arabic required, Fluency in English is desired.