

ADAP Project Manager – Job Description

Job purpose

The ADAP Project Manager will lead the planning, implementation, coordination, quality assurance, monitoring and reporting of HAND's Adolescent Development and Participation (ADAP) component under the RISE project, ensuring timely delivery of results in line with approved project plans, UNICEF requirements and quality standards.

He/She will provide overall managerial and technical leadership to interventions supporting adolescent and youth skills development, life skills, TVET and entrepreneurship, meaningful participation, youth-led initiatives, civic engagement and social mobilization, ensuring that adolescents and young people are meaningfully engaged as participants and agents of change.

Job responsibilities

1. Project Planning and Implementation

- Lead the development, review and implementation of ADAP workplans, activity schedules and operational priorities in line with approved project objectives.
- Ensure timely implementation across targeted locations, following up against agreed targets, milestones, deliverables and quality standards.
- Coordinate and integrate the different ADAP components, including life skills, TVET and skills development, entrepreneurship, youth participation, youth-led initiatives, sports-for-development, awareness and social mobilization.
- Identify implementation challenges, facilitate corrective actions and adapt operational plans when required.

2. Team Leadership and Internal Coordination

- Provide overall direction, guidance and coordination to ADAP project staff, ensuring clear roles, responsibilities and priorities.
- Supervise and support the Life Skills, TVET/Skills Development, Youth Initiatives/Participation and related teams, providing technical guidance, coaching and performance oversight.
- Work closely with M&E, programme and support teams to ensure coherent implementation, effective communication and timely delivery.

- Promote teamwork, accountability and effective coordination across ADAP components.

3. Programme Quality and Results

- Ensure ADAP interventions are implemented in accordance with approved approaches, relevant standards, UNICEF requirements and principles of quality, equity and inclusion.
- Promote safe, inclusive and adolescent- and youth-centred approaches that strengthen skills, agency, leadership, resilience and meaningful participation.
- Work with technical teams to identify programme quality gaps and ensure appropriate follow-up and improvement actions.
- Ensure interventions respond to the identified needs and priorities of adolescents and young people, particularly vulnerable and marginalized groups, girls and adolescents with disabilities.

4. Monitoring, Accountability and Risk Management

- Work closely with the M&E team to monitor progress against indicators, targets, outputs and expected results and ensure findings inform implementation.
- Conduct regular field visits and implementation reviews to assess progress, quality, participation and compliance with agreed plans.
- Track implementation risks, operational challenges and emerging needs and coordinate appropriate mitigation and corrective actions.
- Promote adolescent and youth feedback, accountability and meaningful participation in monitoring and programme adaptation.

5. Financial and Resource Management

- Monitor ADAP expenditure against the approved budget and implementation plan and identify significant variances or resource gaps.
- Coordinate with Finance, Procurement, Logistics and relevant teams to ensure timely availability and efficient use of project resources.
- Ensure project resources are managed in accordance with HAND procedures, approved budgets and UNICEF/donor requirements.

6. External Coordination and Representation

- Maintain effective coordination with UNICEF, relevant authorities, youth groups, community representatives, partners and other stakeholders.
- Represent HAND and the ADAP component in relevant coordination meetings, technical discussions and stakeholder engagements, as appropriate.
- Promote collaboration, information sharing and joint planning to strengthen programme quality, participation, complementarity and sustainability.

7. Reporting, Documentation and Learning

- Lead the preparation and consolidation of timely and accurate ADAP progress reports and provide required inputs for donor and UNICEF reporting.
- Ensure systematic documentation of achievements, challenges, implementation evidence and lessons learned.
- Capture good practices and support the use of programme learning, monitoring findings and adolescent/youth feedback to inform ongoing implementation and future programming.

8. Safeguarding, Inclusion and Compliance

- Ensure safeguarding, child protection, PSEA, gender, disability inclusion and accountability to affected populations are integrated throughout ADAP implementation.
- Ensure project activities and staff conduct comply with HAND policies, UNICEF/donor requirements and relevant safeguarding and accountability standards.
- Promote safe, equitable and inclusive opportunities for adolescent and youth participation, with particular attention to vulnerable and marginalized groups.

Qualification and Experience

- University degree in Social Sciences, Education, International Development, Youth Studies, Psychology, Sociology or a related field; Master's degree is an advantage.
- Minimum 5 years of relevant experience managing adolescent, youth, life-skills, participation, skills development or community engagement programmes, preferably in humanitarian or development settings.

- Demonstrated experience in adolescent/youth participation, empowerment, life skills, TVET, entrepreneurship, youth-led initiatives or civic engagement, including work with vulnerable groups.
- Proven experience in team management, programme planning, implementation, monitoring and reporting, preferably with UN, INGO, LNGO or donor-funded programmes.
- Experience with UNICEF-supported programmes and knowledge of child rights, safeguarding, gender and disability inclusion is an advantage.

Skills

- Adolescent and youth engagement and meaningful participation.
- Programme management, planning and coordination.
- Team leadership and people management.
- Partnership and stakeholder engagement.
- Communication, facilitation and negotiation.
- Results-based management, monitoring and reporting.
- Problem-solving, adaptability and decision-making.
- Commitment to safeguarding and inclusive programming.

Please note:

- Please note that these vacancies are part of a roster/pool of potential candidates.
- No start date is confirmed at this stage, and any engagement will be contingent upon the successful completion of all required project procedures and approvals.
- **Work Location: Aleppo and Idlib**
- **You are kindly requested to submit your resume with the title in the subject line "ADAP Project Manager " to the following email address: career.sy@hand.ngo**
Applications without the subject name will not be considered.