

VERITÉ

Fair Labor. Worldwide.

Verité is a growing, award-winning, non-profit organization that illuminates and addresses serious human rights and labor rights violations in factories, farms, and other workplaces around the world. We serve private sector, public sector, and civil society clients by improving understanding of labor rights problems in global supply chains and companies, and build skills, knowledge, and resources to solve those problems.

Position title	Project Manager
Salary band	Manager
Reports to	Project Director
Location	The Project Manager can be located anywhere in the world but must be able to work at least part of the hours from 9-5 Eastern Time. A preference will be given to candidates who can work at least part-time from Verité's Amherst, MA office.
Dated posted	December 22, 2021
Role	The Project Manager will ensure that all operational aspects of multiple large-scale projects smoothly support implementation of the projects. Specifically, the Project Manager will work closely with the Project Directors, Project Administrators, and Grant Managers for two multi-year grants from the US Department of Labor that develop tools and implement trainings to identify and address the risk of labor abuses in supply chains. The Project Manager will oversee project workplans, ensure the timeliness of deliverables from all partners, coordinate contracting and staffing, and act as the liaison between the financial management and project implementation teams.
Tasks and specific responsibilities	<p>Develop and update project workplans, and support project staff in creating concrete workplans and timelines for specific project outputs and deliverables.</p> <p>Track workplans and deliverables for timely delivery, flag where delays occur and develop new timelines as necessary.</p> <p>Maintain familiarity with the details of planned project activities, status of work with project partners, and status of different workstreams.</p> <p>Coordinate assignment of specific project activities to team members.</p> <p>Ensure workstreams stay on track by reminding staff of internal and external deadlines and identifying when additional staff support is needed.</p> <p>Communicate with Verité management regarding staff availability and forecasting staffing needs.</p> <p>Coordinate, attend and support regular team meetings.</p> <p>Work with project staff and Verité's Training Center staff to plan and execute project activities and virtual events (including seminars, trainings, and webinars).</p>

	Maintain close familiarity with and adhere to all Verité protocols and processes for procurement, contracting, financial procedures, etc.
	Support in-country staff remotely on logistics and travel planning for project activities.
	Maintain familiarity with donor compliance guidelines. Advise project staff on donor compliance questions and flag for escalating to internal compliance experts when necessary.
	Support project staff in navigating and understanding project budget and financial planning tools and incorporating them into project implementation plans.
	Participate in regular financial reviews and work with Project Administrator to support accurate revision of financial documentation.
	Implement and oversee systems to ensure provision and tracking of funds to satellite offices.
	Oversee procurement process and complete necessary procurement documentation, ensure procurement protocols are followed by project teams
	In collaboration with project technical staff, oversee development of scopes of work and for new consultant contracts. Ensure that consultants understand and agree to SOWs.
	Develop and implement tracking systems for monitoring consultant progress against planned activities. Ensure timely quarterly reporting from consultants. Review invoices and advise Project Director on progress and gaps in reporting and activities.
	Ensure timely and complete invoicing from project consultants.
	Coordinate onboarding of new project staff with Verité's HR team.
	Coordinate with Verité's accounting and IT staff on project inventory maintenance.
	Coordination of editing, proofreading of reports and other project materials.
	Carry out other duties as required.
Qualifications for this position	3-5 years or more of relevant professional experience, with proven expertise in management and coordination of complex projects, preferably on an international scale.
	Excellent English language speaking and writing skills, with fluency in French preferred.
	Ability to process, organize, and analyze large amounts of information quickly.
	Excellent organizational skills and ability to manage multiple projects and competing deadlines.
	Meticulous attention to detail.
	Self-driven and able to work independently and as part of a team in a fast-paced environment.
	Demonstrated competence in the use of spreadsheet and database software to generate complex financial analysis and customized reporting.
	Strong communication skills with the ability to modify delivery, language, or content to account for the characteristics and needs of the audience.
	Ability to remain flexible to meet constantly changing and sometimes challenging demands.
	Ability to process, organize, and analyze large amounts of information accurately and quickly.

	Ability to learn and utilize project management software and platforms
Qualifications for all Verité positions	Demonstrates strong personal commitment to Verité's mission or related social justice objectives in human rights, labor issues, international law, or corporate social responsibility.
	Demonstrates professional competency and/or personal experience thinking and working effectively across boundaries.*
	Demonstrates sensitivity and competency engaging with the diverse marginalized populations impacted by Verité's mission.
	Fluent, clear, and concise writing in English.
	Personal reliability and commitment to organizational success.
	Maintains confidentiality in communications as appropriate.
Salary range	\$43,000 - \$58,000

*These include, but are not limited to: gender, race, religion, age, disability, gender identity, sexual orientation, marital status, pregnancy status, nationality, class, political opinion, union affiliation, or social or ethnic origin.

Verité is committed to a diverse work force and is an Equal Opportunity Employer that does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expressions, status as a veteran, and basis of disability or any other federal, state or local protected class. Verité's daily work to achieve our vision of a world where people work under safe, fair, and legal conditions is inherently linked to topics of diversity, equity, and inclusion. Recognizing that the labor market and institutions have long marginalized people of color, trans and LGB people, women, and people from working class background, we therefore feel the need to be particularly proactive in encouraging candidates who identify as such to apply.

To Apply: All applications should be submitted through the Verite application portal at www.verite.org/careers. No telephone or email inquiries will be accepted for this position.