

## Projects Manager

### Background

This role is designed as a core position within the team, bridging technical leadership and project delivery. It is intended for a professional who can independently manage workstreams, contribute to high-quality analytical outputs, and represent the work externally.

The position will work closely with senior leadership while taking substantial ownership of both process and output across research and evaluation projects.

---

### Purpose of the role

The Projects Manager will lead the delivery of projects end-to-end, while contributing to methodology design, analysis, reporting, and proposal development. The role also serves as a key interface with clients and partners, ensuring that work is not only delivered on time, but is also well-positioned, clearly communicated, and technically sound.

### Scope of work

#### A. Project leadership & delivery

- Lead the planning, coordination, and delivery of projects across all stages
- Ensure timelines, deliverables, and quality standards are consistently met
- Coordinate with team members, field staff, and partners to ensure smooth implementation

#### B. Client and partner engagement

- Serve as a key point of contact for clients and partners
- Engage in day-to-day communication in a professional and responsive manner
- Lead or contribute to meetings, presentations, and key discussions

#### C. Methodology, inception & research design

- Lead or co-lead the development of research methodologies and evaluation frameworks
- Draft and finalise inception reports (methodology, sampling, tools, workplans)
- Ensure methodological clarity, rigour, and alignment with project objectives
- Engage with relevant frameworks (e.g. OECD-DAC, CHS, Sphere) where applicable

## **D. Literature review & evidence synthesis**

- Conduct structured literature reviews across academic and grey sources
- Organise and maintain literature review matrices
- Synthesise evidence into clear, relevant insights to inform research direction

## **E. Analysis & reporting**

- Lead or contribute to qualitative and quantitative analysis
- Oversee synthesis and triangulation of findings
- Draft and refine high-quality reports, ensuring strong structure and argumentation
- Ensure outputs are analytically sound, well-written, and actionable

## **F. Proposal & Strategic Development**

- Lead or contribute to the development of technical proposals and concept notes
- Support the articulation of methodologies and analytical approaches

## **Approach to work**

This role requires someone who:

- Takes ownership and drives work forward independently
- Engages deeply with both technical content and delivery processes
- Communicates clearly and confidently with internal and external stakeholders
- Balances speed with quality
- Can step in to lead discussions, outputs, or decisions when needed

## **Profile required**

- Strong experience in research, evaluation, or policy work within humanitarian/development contexts
- Proven ability to design methodologies and lead analytical processes
- Demonstrated experience in writing high-quality evaluation or research reports
- Experience managing projects and coordinating teams
- Strong communication skills and ability to engage with clients and partners
- Fluency in English and Arabic (both required)
- High level of independence, reliability, and professional judgement

## **Duration & modality**

- Syria-based
- Requires strong availability and responsiveness

## Application process

Interested candidates are invited to submit the following to [careers@nsdation.com](mailto:careers@nsdation.com)

- CV
- Availability
- 1–2 writing samples (reports or proposals)
- A short note describing their experience managing projects and leading technical work
- Please include the reference number NS08616 in the subject line of your application email