

Job Posting

Join the dedicated team at Verité, a committed and experienced labor and human rights non-profit organization with more than 25 years of impactful presence in the field. We partner globally with corporations, governments, and civil society organizations across various sectors to realize our vision of a world where people work under safe, fair, and legal conditions.

Title	Project Manager
Location	Remote (Global), preference may be given to candidates residing within two hours of the Eastern Standard Time Zone (UTC-4) or the Greenwich Mean Time Zone (UTC)
Role	Verité is seeking an experienced and collaborative Project Manager to support Verité's work promoting fair, safe, and legal working conditions by managing the operational aspects of a grant-funded project and supporting Verité's Training Center. The Project Manager will work closely with U.S.- and West Africa-based staff to support projects developing tools and implementing capacity-building 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, project reporting, and act as the liaison between the financial management and project implementation teams.

Key Responsibilities	Develop and update project workplans, and support project staff in creating concrete workplans and timelines for specific project outputs and deliverables.
	Track workplans and deliverables for timely delivery, flagging where delays occur and developing new timelines as necessary.
	Maintain familiarity with planned project activities and the status of work with project partners and workstreams.
	Coordinate assignment of specific project activities to team members.
	Coordinate, attend, and support regular team meetings.
	Coordinate preparation of client/donor-ready communications, including project reporting.
	Work with project staff to plan and execute project activities and events including seminars, trainings, and webinars.
	Administer and track training participant surveys and evaluations.
	Coordinate project communications, including newsletter content and distribution.
	Maintain understanding of, and adherence to, all Verité protocols and processes for procurement, contracting, financial procedures, etc.
	Oversee and coordinate administrative and other compliance-related procedures with internal finance and human resources teams.
	Support logistics and travel planning for project activities.
	Maintain familiarity with donor compliance guidelines and advise project staff

on donor compliance questions, flagging for escalation to internal compliance experts when necessary.

In collaboration with project technical staff, oversee development of scopes of work (SOWs) for new consultant contracts, ensuring consultants understand and agree to SOWs.

Coordinate editing and proofreading of reports and other project materials.

Liaise between program and administrative staff as necessary.

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.

Fluency in English and professional proficiency in French is required.

Excellent organizational and prioritization skills, coupled with strong and creative problem-solving skills and attention to detail.

Ability to process, organize, and analyze large amounts of information quickly and accurately.

Experience with spreadsheets, databases and budgets.

Strong communication skills with the ability to modify delivery, language, or content to account for the characteristics and needs of the audience.

Ability to learn and utilize project management software and platforms.

Knowledge of, or willingness to learn, MS Office software suite.

Demonstrated experience working with a diverse network of stakeholders including government.

Ability to work well in groups and independently.

Must be able to operate effectively in a remote work environment.

Intellectual curiosity and the ability to learn quickly.

Bachelor's degree or its equivalent is required.

Experience in monitoring and evaluation of grant-funded projects is desirable.

Experience in survey platforms like Alchemer and Survey Monkey is desirable.

Knowledge or experience working on issues related to trafficking for forced labor, child labor, or other internationally recognized labor standards is desirable.

Previous experience with US-government-funded projects (USAID, USDOL, US Department of State, etc.) is desirable.

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 around the world.
	Personal reliability and commitment to organizational success.
	Maintains confidentiality in communications, as appropriate.
Why join us	
	Embrace the opportunity to drive change and make a significant impact on global labor and human rights issues.
	Engage with a wide range of stakeholders from different sectors and geographical areas.
	Be part of a team of passionate and dedicated colleagues around the world that value diversity, equity, inclusion, and accessibility.
	Enjoy the flexibility of working with an organization that respects work-life balance.
	Receive a generous compensation package including eligibility for benefits and PTO.
Salary	\$52,000.00 - \$57,000.00 USD annually (full-time equivalent) commensurate with qualifications and experience.
To apply	If you are passionate about making a difference and possess the required qualifications, we would love to hear from you. Please submit your resume and a cover letter through the Verité application portal at www.verite.org/careers . Join us in our mission to create a world that values human dignity at work.

**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, LGBTQ+ 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.