



PROJECT DEVELOPMENT AND MANAGEMENT TECHNICAL ADVISOR

INTERNATIONAL VOLUNTEER STATUS

COUNTRY	Jordan
ASSIGNMENT LOCATION (CITY)	Amman
CONTRACT DURATION	5 months
START DATE	September 2017

PARTNER ORGANIZATIONS

All of Oxfam's partners in the country of assignment receiving support in the area of empowerment for women and youth, as part of the ACCESS INNOVATION Program (PAI). These are primarily civil society organizations.

JOB CONTEXT

The program's central strategy rests on the appointment of Canadian technical advisors (or technical advisors holding Canadian permanent resident status) in the countries of intervention, with a mandate to increase the technical, administrative and financial capabilities of local partner organizations. This support should enable partners to innovate and generate sustainable changes in their environment in terms of economic growth, food security, gender equality, good governance and environmental sustainability. To that end, the program focuses on the development of innovative intervention models and approaches, through a process that is supported by a network of Canadian partners composed of recognized civil society organizations, research institutes and socially responsible businesses.

The achievement of program results will be facilitated by:

- The implementation of the Innovation Development Fund (FDI), which will enable local partners to apply the new intervention approaches developed;
- Effective coordination of the technical advisors' team and of various intervention strategies implemented in each country

Oxfam's overall programme in Jordan simultaneously responds to the immediate humanitarian needs of populations affected by the ongoing conflict in neighboring Syria and seeks to address underlying inequalities impacting women and girls, youth, refugees and other marginalised segments of society.

JOB DESCRIPTION

Under the responsibility of the PAI Coordinator in the country of intervention, and in close collaboration with Oxfam colleagues (country, region, Oxfam-Québec headquarters), the Project Development and Management Advisor performs his/her mandate to ensure the achievement of PAI results and support the partners in his/her field of expertise.



RESPONSIBILITIES

In accordance with Oxfam's policies, standards and procedures, the Project Development and Management Advisor undertakes the following responsibilities:

Coordination Support to the ACCESS INNOVATION Program (PAI)

- Support the PAI Coordinator in coaching and managing the team of technical advisors in the country;
- Ensure the interim in the absence of the PAI Coordinator;
- Support the coordination of the various PAI intervention strategies implemented in the country, as well as their alignment to the overall Oxfam Country Strategy;
- Upon request, represent Oxfam before various national and international development actors.

Innovation Development Fund (FDI)

- Take ownership of Oxfam's quality standards in project development and management;
- Produce or update a context analysis of the country of intervention, outlining the main challenges faced by civil society organizations in terms of project development and management;
- Coordinate the implementation of the PAI Innovation Development Fund for local partners and ensure its alignment to Oxfam's capacity building approach and overall Country Strategy;
- Oversee the proper operation of the Innovation Development Fund along established management standards;
- Participate in funding development in order to scale up the Innovation Development Fund designed for local partners.

Training and Support to Partners

- Introduce the Innovation Development Fund (FDI) to the partners;
- Support local partners in identifying and developing projects to be submitted to Oxfam's FDI or other partners, and ensure collaboration with Canadian partners;
- Support partners through all stages of the project management cycle financed by the FDI, namely planning, implementation, monitoring, evaluation, learning and capitalization of the experience;
- Support local partners in implementing or updating their organizational analysis and capacity building plan in relation to project development and management;
- Develop and implement training and coaching plan for partners focusing on project development and management (results-based management, proposal development, project management cycle, budgeting, etc.).

Monitoring, Evaluation, Accountability and Learning (MEAL)



- Support periodic reviews and evaluations of projects implemented by local partners through the Innovation Development Fund;
- Coordinate the reporting – at Oxfam country program level – of the results achieved through the Innovation Development Fund;
- Participate in Oxfam's community of practice on project development and management;
- Contribute to documenting and disseminating the learnings and innovations developed by Oxfam and its partners (approaches, lessons learned, best practices, etc.).

REQUIREMENTS

STATUS	<ul style="list-style-type: none"> • Canadian citizenship or Canadian permanent resident status.
EDUCATION	<ul style="list-style-type: none"> • University degree in management, business administration, local or community economic development or any other relevant field.
WORK EXPERIENCE	<ul style="list-style-type: none"> • At least three (3) years of relevant experience in the field of in project development and management. • Experience working in a multicultural and multidisciplinary team. • International development experience (an asset).
WORK EXPERIENCE ABROAD AND IN THE COUNTRY	<ul style="list-style-type: none"> • Experience working in the country of assignment (an asset).
SPECIFIC SKILLS FOR THIS POSITION	<ul style="list-style-type: none"> • Management of international development projects. • Results Based Management (RBM). • Intercultural skills. • Oral and written communication skills. • Multitasking skills. • Group animation and facilitation. • Development and adaptation of management tools.
COMPUTER SKILLS	<ul style="list-style-type: none"> • Good command of Microsoft Office 2010 (Word, Excel, Outlook and PowerPoint) and Skype.
LANGUAGE (S) OF WORK	<ul style="list-style-type: none"> • English and French spoken and written. • Arabic (an asset).
PERSONAL SKILLS	<ul style="list-style-type: none"> • Commitment to Oxfam's mission and values, including the promotion of equality between women and men. • Inclusive leadership style. • Diplomacy and good judgment. • Ability to work in teams.



	<ul style="list-style-type: none">• Sense of autonomy and initiative.• Professionalism.• Ability to work under pressure.
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WORKING CONDITIONS

<ul style="list-style-type: none">• Monthly allowance: amount based on the cost of living in the country of assignment.• Round trip airfare.	<ul style="list-style-type: none">• Travel insurance, life and disability insurance.• Housing allowance.
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HOW TO APPLY

Interested in this position? Please apply by submitting your resume and a letter of interest to recrutement-volontaires@oxfam.qc.ca. **Be sure to specify the job title and country of assignment in the subject line** (e.g. *Development and Management Advisor – Bolivia, La Paz*).

Oxfam-Québec is an equal opportunity employer.
We thank all applicants for their interest, but only those selected will be contacted.
No phone calls please.