

## **Project Officer, Global Program – Venezuela**

**Title:** Project Officer, Global Program – Venezuela

**Location:** Remote

**Salary Range:** \$60,000 to \$70,000 depending on skills and experience.

### **Background**

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. Our work is focused on ensuring more equitable access to high quality sexual, reproductive, and newborn midwifery services in Canada and globally. To achieve this, we work in partnership with the National Aboriginal Council of Midwives (NACM), midwifery associations, midwives, and relevant stakeholders.

Since 2008, CAM, through its Global Program, has been working through partnerships with other national midwifery associations in Africa and Haiti to deliver reciprocal capacity building and improve reproductive health outcomes.

### **Benefit to Working with CAM**

- Salary ranging between \$60,000 to \$70,000 depending on skills and experience
- Employee Health Benefits Program: dental, medical, paramedical, life insurance (certain exceptions may apply) and Employee Assistance Program services
- Generous leave entitlements (starting at 3 weeks' vacation, generous paid time off for illness, personal days, family responsibilities), and additional paid time off for December holiday closure
- Flexible work hours and flexible hybrid work arrangement (home/Montreal office)
- Travel, learning, and professional development opportunities

CAM is deeply committed to ensuring our organization reflects the diversity of our members and of the clients they serve – this includes diversity of race, gender identity or expression, sexual orientation, religion, ethnicity, national origin, disability, and all other protected grounds under the Canadian Human Rights Act. CAM encourages submissions from applicants from diverse communities.

### **Job Purpose**

The Project Officer, Global Program will coordinate the planning, implementation, delivery, monitoring and evaluation of the *Improving Maternal, Newborn and Reproductive Health Outcomes for Vulnerable Populations Living in Zulia State (IMNRH)* project in Venezuela. They will work closely with CAM's Global team (based in Canada) and in-country partners to support the development of critical project documents, manage logistics, support project

administration, maintain relationships with key stakeholders, conduct monitoring and evaluation activities, and manage staff and consultant activities in Canada and Venezuela. The 3-year IMNRH project (2023-2026) is funded by Global Affairs Canada and led by UNFPA Venezuela. CAM is an implementing partner on the project and will provide technical expertise, both in-house and through its network of expert Indigenous and Canadian midwives and other SRHR professionals in close partnership with NACM.

## **Duties and Responsibilities**

### *Plan the Project*

- Support the development of high-level project documents (project implementation plan, multi-year work plan and budget, M&E framework, and baseline survey, etc.) in conjunction with CAM's Global team and in-country partners.
- Lead the creation of critical project management tools (work breakdown structure, GANTT charts, partner communication plan, etc.).
- Create detailed work plans which identify and sequence the activities needed to successfully complete the projects.
- Develop schedules for project completion that effectively allocate the resources to the activities.

### *Implement the Project*

- Execute the project according to the project work plan.
- Set up files to ensure that all project information is appropriately documented and secured.
- Monitor the progress of the project activities and adjust as necessary to ensure their successful completion.
- Establish communication schedules to update stakeholders and appropriate staff on the progress of the activities.
- Ensure close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in project and partnership agreements.
- Provide technical support/expertise to midwifery consultants for the development of midwifery related materials (including promotional materials, curricula, manuals, etc.).

### *Personnel Coordination*

- Oversee the recruitment process of project consultants and/or volunteers with appropriate skills for the project activities according to established procedures.
- Manage consultant contracts and volunteer mandates according to CAM's established policies and practices.
- Ensure that all project personnel receive an appropriate orientation to the organization and the project.

### *Reporting, Monitoring and Evaluation*

- Work closely with CAM management and finance staff to monitor all project activities, expenditures, and progress towards achieving the project results.
- Write project activity reports as required.
- Ensure that the project deliverables are on time, within budget and at the required level of quality.
- Monitor and evaluate overall progress on project indicators.
- Provide strategic insight to CAM's Global managers towards continual learning and improvement.

Other duties as assigned.

### **Qualifications, Knowledge, and Skill Requirements**

- University degree in international development, global health, administration, or another relevant field.
- 3-5 years' experience in the international development sector focusing on project administration.
- Excellent command of Spanish and English (spoken and written).
- In-depth understanding of results-based management.
- Strong analytical understanding of and experience in health and/or gender equality and women's rights in international development.
- Proven experience in the development and application of performance measurement frameworks.
- Knowledge and demonstrated experience of donor reporting.
- Strong analytical and report-writing skills.
- Commitment to gender equality and women's rights.
- Excellent organizational and administrative skills.
- Demonstrated capacity to work both in a self-directed manner and collaboratively with other staff and stakeholders.
- Strong computer skills in word processing, spreadsheets, presentations, and virtual workspaces.
- Demonstrated capacity to work effectively in a wide range of cultural and political settings.

### **Additional Assets**

The following are considered strong assets:

- Work experience with maternal, newborn and child health programming.
- Work experience in conflict or post-conflict zones.
- Experience working within Global Affairs Canada (GAC) funded projects.

## Working Conditions

- This position is can either be performed from CAM’s office in Montreal, Canada or from a home-based office as needed.
- This position requires periodic international travel to Venezuela up to 4 weeks at a time; a valid Canadian passport is required.
- 3-year full-time contract with possibility of renewal.

## Applications

Please follow these instructions:

- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the text “Project Officer, Global Program - Venezuela” are included in the file name.
- Send your PDF by email with the subject “Project Officer, Global Program – Venezuela” to [admin@canadianmidwives.org](mailto:admin@canadianmidwives.org)
- Deadline for applications is 5pm Eastern Time on March 23rd, 2023.

We thank all applicants for their interest, however, only applicants selected for an interview will be contacted. Resumes received will be held confidential, shared with the selection committee only, and be used only for the purposes of selection for this position.