

Regional Coordinator – Eastern and Central Africa, Global Program

Type of contract: Consultancy

Duration: One year renewable

Location: Dar es Salaam, Tanzania (minimum 6 months) with periodic travel to other countries including South Sudan, Somalia/Somaliland, Democratic Republic of Congo (DRC), and Malawi, and others.

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 Council of Indigenous Midwives (NCIM), 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.

CAM is deeply committed to ensuring our organization reflects the diversity of our members and of the clients they serve – this includes diversity regarding 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.

Position Summary

CAM's Regional Coordinator, Central and Eastern Africa, will be responsible for coordinating CAM's ongoing projects in the region of Central and Eastern Africa and supporting CAM's partnership development activities. They will work closely with CAM's Global team (based in Canada) and in-country partners, including midwifery associations, to support the development of critical project documents, manage project activities and work plans, maintain relationships with key stakeholders, conduct monitoring, evaluation, and research activities, report to donors, and oversee consultant and/or volunteer activities. In addition to project management responsibilities, the Regional Coordinator will represent CAM at various functions, meetings, and regional conferences.

CAM's Regional Coordinator, Central and Eastern Africa, will report to CAM's Global Operations Manager, based in Canada. The position requires a minimum of 6 months per year of work from

the offices of the Tanzania Midwives Association (TAMA) in Dar es Salaam, Tanzania. The position also requires periodic travel to project countries including but not limited to: South Sudan, Somalia/Somaliland, Democratic Republic of Congo (DRC), and Malawi. Travel to Canada is also anticipated from time to time.

Duties and Responsibilities

Project Coordination (80%)

- Support the development of high-level project documents (project implementation plan, multi-year work plan and budget, 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.
- 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.).
- 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.
- Work closely with CAM management and finance staff to monitor all project activities, expenditures, and progress towards achieving the project results.
- Write project donor reports as required.



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- 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, Midwifery Technical Expert, and MEAL Lead towards continual learning and improvement.

Stakeholder Management (20%)

- Represent CAM at various meetings and events located in Eastern and Central Africa.
- Lead the development of new partnerships in the region that align with CAM's goals and values, in coordination with CAM Global's Programs and Partnerships Manager.
- Engage in stakeholder engagement activities, including the participation in bilateral meetings, trainings, workshops, and events.
- Provide technical support/expertise to midwifery associations towards organizational strengthening and successful project coordination.
- Other duties as assigned.

Qualifications, Knowledge, and Skill Requirements

- University degree in international development, global health, administration, or another relevant field.
- Minimum 5 years' experience in the international development sector focusing on project administration.
- Excellent command of 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:

- Fluent in French or Kiswahili
- Experience with conducting research.
- Work experience with maternal, newborn and child health programming.
- Experience working within Global Affairs Canada (GAC) funded projects.

Working Conditions

- Competitive remuneration commensurate with experience.
- This position will be performed from CAM's partner office in Dar Es Salaam, Tanzania, for a minimum of 6 months per year. The remainder can be performed from a home-based office.
- This position requires periodic international travel to various countries in Eastern and Central Africa, including but not limited to Kenya, Malawi, South Sudan, and DRC for up to 4 weeks at a time; a valid passport is required.
- This position requires periodic travel to Canada for up to 4 weeks at a time.
- 1-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 "Regional Coordinator Global" are included in the file name. Applications without cover letters won't be considered.
- Send your PDF by email with the subject "**Regional Coordinator Global Application**" to admin@canadianmidwives.org
- Deadline for applications is 5pm Eastern Time on **February 23rd, 2024**.

We thank all applicants for their interest, however, only applicants selected for an interview will be contacted. The received resumes will be treated confidentially, shared only with the selection committee, and used solely for the purpose of the selection process for this position.