

## Project Officer, Global Program

**Title:** Project Officer for Tanzania - Global Program / *Chargé(e) de projet Tanzanie - programme international*

**Reports to:** Director Global Program

### Background

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. CAM is staffed by a team of enthusiastic individuals dedicated to providing support for midwives and the profession of midwifery in Canada and globally.

### Job Summary

The Project Officer will coordinate the implementation, delivery, monitoring and evaluation of CAM's role in two (2) projects in Tanzania. 1) *More and Better Midwives in Rural Tanzania* (2016-20) and 2) *Improved Service Delivery for Safe Motherhood* (2017-18). The Project Officer will also assist in identifying new opportunities for partnerships in Tanzania under the direction of the Director Global Program.

### Primary Duties and Responsibilities

#### *Recruitment*

- Oversee the recruitment process of midwife consultants and/or volunteers with appropriate skills for the project activities according to established procedures.
- Manage consultants and/or volunteers according to the established policies and practices of the organization.
- Ensure that personnel files are properly maintained and kept confidential.
- Ensure that all project personnel receive an appropriate orientation to the organization and the project.
- Ensure that all project consultants and/or volunteers going overseas participate and complete CAM's pre-departure training program.

#### *Implement the project*

- Execute the project according to the project work plan.
- Develop forms and records to document project activities.
- Set up files to ensure that all project information is appropriately documented and secured.
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project.
- Communicate and coordinate activities on a regular basis with project staff located in Juba.
- Ensure close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in agreements.

- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.

#### *Monitor the project*

- Write reports on the project as required.
- Work closely with CAM Finance staff for the monitoring and approval of budgeted project expenditures.
- Collaborate with CAM Finance staff to monitor project cash flow projections and report actual cash flow and variance to the Director on a regular basis.
- Work with Financial staff to ensure all project funds are managed according to established accounting policies and procedures.
- Ensure that all financial records for the project are up to date.
- Work with Finance staff to prepare financial reports and supporting documentation for funders as outlined in funding agreements.
- Write project activity reports as required by funder and senior management.

#### *Evaluate the project*

- Ensure that the project deliverables are on time, within budget and at the required level of quality.
- Evaluate the outcomes of the project as established during the planning phase.

#### *Other*

- Work in collaboration with the Global Program team to develop tools, procedures and systems to support projects.
- Assist with identifying new partnership opportunities for CAM and for TAMA in Tanzania.

### **Qualifications, Skills and Knowledge Requirements**

- University degree in international development or other relevant field.
- A minimum of 3 years experience in the international development sector focusing on project administration; work experience in Africa considered a strong asset.
- Strong analytical understanding of and experience in health and/or gender equality and women's rights in international development; work experience with maternal, newborn and child health programming considered a strong asset.
- In-depth understanding of results-based management.
- Proven experience in the development and application of performance measurement frameworks.
- Knowledge and demonstrated experience of donor reporting.
- Excellent verbal and written communication skills in English.
- 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, spreadsheet, electronic mail and database systems.
- Demonstrated capacity to work effectively in a wide range of cultural and political settings.

### **Travel Requirements**

Must be available to travel to Tanzania as required.

### **Working Conditions & Location**

- CAM's head office is located in Montréal, Québec.
- 3.5-year contract, full time.
- Competitive salary based on experience.

### **Applications**

Please follow these instructions:

- To apply, you must be eligible to work in Canada.
- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the letters "ProjectTZ" are included in the file name.
- Send your PDF by email ONLY with the subject "Project TZ Application" to [admin@canadianmidwives.org](mailto:admin@canadianmidwives.org)
- Deadline for applications is 5pm Eastern Time on July 21, 2017.

*We thank all applicants for their interest however, only applicants selected for an interview will be contacted.*