

Field Officer/Technical Support Staff, Global Program

Title: Field Officer/Technical Support Staff - Global Program

Reports to: Director Global Program Operations

Location: UNFPA Project Office, Juba, South Sudan

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 Field Officer Technical Support Staff will support the field operations of CAM's role in the *Strengthening Midwifery in South Sudan Phase 2* Project. They will manage logistics and administration of partnerships, consultant and staff activities in Juba in close collaboration with the CAM project team based in Canada. They will also provide expertise to consultant teams in the development of midwifery and association strengthening materials. This 5-year project (2016-2020) is funded by Global Affairs Canada and led by UNFPA. CAM is an implementing partner.

Primary Duties and Responsibilities

Administration and logistics

- Manage logistics of in country travel for CAM consultants and staff, including preparing schedules, coordinating with partners, and liaising with UNFPA administration.
- Provide administrative support (and basic financial management) to project activities in the field (hosting meetings, communicating with partners, etc.).
- Support the execution of the project work plan.
- Support project evaluation in line with pre-determined metrics.

Project implementation

- Execute the project according to the project work plan in collaboration with the CAM Project Officer.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.
- Develop forms and records to document project activities.
- Set up files to ensure that all project information is appropriately documented and secured.
- 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 Canada, consultants and staff traveling to Juba, and project partners in Juba.
- Ensure close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in agreements.

- Provide technical support/expertise to midwifery teams (international consultants, and South Sudanese midwives) for the development of midwifery related materials (including promotional materials, curriculum, etc.).

Monitor the project

- Write reports on activities as required.
- Work closely with CAM Project and Finance staff for the monitoring and approval of budgeted project expenditures.
- Work with Financial staff to ensure all project funds spent in country are managed according to established accounting policies and procedures.
- Ensure that all in country financial records for the project are up to date.

Support Project Evaluation

- 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.

Qualifications, Skills and Knowledge Requirements

- University degree in international development or other relevant field or in midwifery with international development experience.
- 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 reproductive, maternal, newborn and child health programming considered a strong asset.
- Commitment to gender equality and women's rights.
- Strong analytical, diplomatic and negotiation skills with previous experience in representational roles and liaising with numerous stakeholders.
- Excellent verbal and written communication skills in English.
- Excellent organizational and administrative skills.
- Strong analytical and report-writing skills.
- Demonstrated ability to work in remote teams.
- Demonstrated capacity to work both in a self-directed manner and collaboratively with other staff and stakeholders.
- Strong computer skills in MS Office and Outlook.
- Capacity and willingness to work effectively within a climate of political instability, crisis, and conflict and abide by strict security policies.

Assets

- Experience working as a midwife is considered a strong asset.
- Experience working within the UN system and Global Affairs Canada (GAC) funded projects is a strong asset.
- Proficiency in Arabic is a strong asset.

Travel Requirements

This position is located in Juba, South Sudan; the position may require travel internationally (including to Canada).

Working Conditions & Location

- This position is stationed at the UNFPA offices in Juba, South Sudan.
- 1-year contract full time, with the possibility of renewal.
- Competitive salary based on experience and qualifications.

Start Date: November 2017

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 letters “ProjectSSMS” are included in the file name.
- Send your PDF by email ONLY with the subject “Project SSMS Application” to admin@canadianmidwives.org
- Deadline for applications is 5pm Eastern Time on October 9th, 2017.

** Canadian midwives with international experience are encouraged to apply.*

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