

Project Officer Global Program, Multi Country (Midwives Save Lives)

Title: Project Officer Global Program, Multi Country (Midwives Save Lives)

Reports to: Director, Global Program

Location: Montréal, Québec

Background

The Canadian Association of Midwives (CAM) believes that midwives play a unique and fundamental role in the provision of quality reproductive, maternal, and newborn health care both in Canada and internationally. We are investing in a world where every girl, woman and newborn will have access to that care – care that can save lives.

At CAM, we are a small team of dedicated individuals committed to growing the profession of midwifery in Canada and around the world. We believe that our daily work and overall mission can best be accomplished by collaborating, contributing innovative and new ideas, and maintaining an open, honest and respectful work environment. Our team members have diverse backgrounds and skill sets and contribute to maintaining a positive and inclusive workplace.

We encourage applications from all backgrounds and communities and are committed to having a team that is made up of diverse skills, experiences and abilities.

Job Summary

The Project Coordinator will support the planning, implementation, delivery, monitoring and evaluation of CAM's role in a collaborative multi-country maternal, newborn and child health initiative running to March 2020. The four target countries are Tanzania, Benin, Ethiopia, and the Democratic Republic of Congo (DRC). The Project Officer will also contribute to the development of CAM's global programs and will assist in identifying new opportunities for partnerships under the direction of the Director Global Program.

Primary Duties and Responsibilities

Planning:

- Create a detailed internal work plan which identifies and sequences the activities needed to successfully complete CAM's role in the project.
- Develop a schedule for project completion that effectively allocates the resources to the activities.
- Review the project schedule with the Director and all other staff that will be affected by the project activities; revise the schedule as required.
- Determine the objectives and measures upon which the project will be evaluated at its completion.

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's annual work plan.
- Utilize existing forms and records to document project activities.
- Utilize SharePoint and existing file structures 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.
- Communicate regularly with lead organization Cuso International to ensure effective and collaborative project implementation.
- Communicate and coordinate activities on a regular basis with project staff located in the four target countries.
- 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 mid-year and year-end project reports using format provided by project donor.
- 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's global programs.

- Represent CAM and MSL Project at conferences (Women Deliver and CAM Conference).

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 implementation; 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 and French.
- 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, e-mail; experience using SharePoint considered an asset.
- Demonstrated capacity to work effectively in a wide range of cultural and political settings.

Working Conditions & Location

- Work done from CAM's head office in Montréal, Québec.
- Preference will be given to candidates who can begin immediately.
- Full-time until June 30th, 2020.
- Must be available to travel to nationally and internationally as required.

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 "PO-MSL" are included in the file name.
- Send your PDF by email ONLY with the subject "Project Officer MSL Application" to admin@canadianmidwives.org
- Deadline for applications is 5pm Eastern Time on March 28th, 2019.

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