

Project Coordinator, South Sudan

Title: Project Coordinator, South Sudan
Reports to: Global Manager, Operations
Location: Juba, South Sudan

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 technical support staff will support the 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 both in Canada and in South Sudan in close collaboration with the CAM project team based in Canada. It is expected that the Project Coordinator will spend approximately 70% of the year working from South Sudan. 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 Global Managers.

- 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, manuals, etc.).
- Support the Global Managers when necessary in the creation and review of various project documents (contracts, TOR's, concept notes, 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

At CAM, we recognize that experience comes in many forms, and a willingness to learn goes a long way. If your experience is close to what we're looking for, please consider applying.

- 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.

Additional Assets

- Experience working as a midwife is considered an 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.

Working Conditions & Location

- This position is stationed at the CAM office in Montreal, Canada
- This position requires frequent international travel to South Sudan up to 4 weeks at a time
- 1-year contract full time

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 “ProjCoordinator” are included in the file name. Applications without a cover letter will not be reviewed.
- Candidates must clearly indicate their field experience (where and length of time) on the cover letter.
- Send your PDF by email with the subject “Project Coordinator Application” to admin@canadianmidwives.org
- Deadline for applications is 5pm Eastern Time on February 23rd, 2020.

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