

## **Project Officer Global Program, Strengthening Midwifery Services Phase II in South Sudan (SMSII)**

### **Background**

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. The National Aboriginal Council of Midwives' (NACM) mission is to promote excellence in reproductive health care for First Nations, Inuit and Métis communities. Both organizations are governed autonomously but share office space and resources and both are staffed by a passionate team of individuals dedicated to providing support for midwives and the profession of midwifery across Canada and globally.

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 Officer will coordinate the planning, implementation, delivery, monitoring and evaluation of the CAM's role in the Strengthening Midwifery in South Sudan Phase 2 project. They will manage logistics, administration and maintenance of partnerships, consultant and staff activities both in Canada and in South Sudan in close collaboration with the CAM Global team based in Canada.

It is expected that the Project Coordinator will spend up to 50% 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. The project has been extended to be completed in 2021.

### **Primary Duties and Responsibilities**

#### *Implementation & Partnership Management:*

- Lead the development of the annual work plan for CAM's participation in the UNFPA country program alongside key stakeholders.
- Execute CAM activities 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.
- 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, curricula, manuals, etc.).

- Support the Global managers when necessary in the creation and review of various project documents and input into Global activities.

*Personnel Management:*

- Oversee the recruitment process of midwife consultants and/or volunteers with appropriate skills for the project activities.
- Manage consultants and / or volunteers according to the established policies and practices.
- 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 Midwife project consultants and/or volunteers going overseas participate and complete CAM's pre-departure training program.

*Reporting, Monitoring and Evaluation:*

- Work closely with CAM management and finance staff to monitor all project activities, expenditures, and progress towards achieving the project results.
- Collaborate with CAM Global managers to monitor project cash flow projections and report actual cash flow and variance to the Global Operations Manager on a regular basis.
- Work with financial staff to ensure all project funds are managed according to established accounting policies and procedures.
- Work with finance staff to prepare financial reports and supporting documentation for funders as outlined in funding agreements.
- Write project activity reports as required.
- Ensure that the project deliverables are on time, within budget and at the required level of quality.
- Monitor and evaluate overall progress on achievement of results.
- Collect data on a regular basis to measure achievement against the performance indicators.
- Provide feedback to CAM's Global managers on project strategies and activities.

**Qualifications, Skills and Knowledge Requirements**

- University degree in international development or other relevant field.
- A minimum of 5 years experience in the international development sector focusing on project administration, preferably in Africa.
- In-depth understanding of results-based management.
- Proven experience in the development and application of performance measurement frameworks.
- Experience managing procurement processes adhering to donor guidelines.
- Knowledge and demonstrated experience of donor reporting.
- Good knowledge of program implementation, monitoring and evaluation techniques and practices.
- Proven experience collaborating with international partners towards the development of projects and work plans.
- 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; experience using Microsoft apps and virtual collaboration tools, including proficiency using Microsoft Excel.
- Demonstrated capacity to work effectively in a wide range of cultural and political settings.

### **Additional Assets**

- 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.
- Experience working within the UN system and Global Affairs Canada (GAC) funded projects is a strong asset.
- Experience working in conflict or post-conflict regions.
- Proficiency in Arabic is a strong asset.

### **Working Conditions & Location**

- This position can either be performed from CAM's office in Montreal, Canada or from a home-based office as needed.
- This position requires frequent international travel to South Sudan up to 8 weeks at a time
- 1-year contract full time with possibility of renewal.
- Competitive compensation package

### **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 "Project-Officer" are included in the file name. Applications without a cover letter will not be reviewed.
- Send your PDF by email with the subject "Project Officer" to [admin@canadianmidwives.org](mailto:admin@canadianmidwives.org)
- Deadline for applications is 5pm Eastern Time on January 10, 2021.

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