

Project Officer Global Program, SMART-RMC South Sudan, and the Democratic Republic of Congo

Title: Project Officer Global Program, SMART-RMC, South Sudan and the DRC

Reports to: Global Operations Manager

Location: Montreal/Remote with travel to South Sudan and the DRC

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, Global Program will coordinate the planning, implementation, delivery, monitoring and evaluation of the SMART-RMC project in South Sudan and the Democratic Republic of Congo. They will work closely with CAM's Global team (based in Canada) and in-country partners to support the development of critical project documents, manage logistics, support project administration, maintain relationships with key stakeholders, support monitoring and evaluation activities, and manage staff and consultant activities in Canada, South Sudan and in the Democratic Republic of Congo.

The 3-year SMART-RMC project (2021-2024), supported by Global Affairs Canada, is led by the Canadian Association of Midwives (CAM) and its project partners la Société Congolaise de la pratique Sage-Femme, Midwifery Association of DRC (SCOSAF) and the South Sudan Nurses and Midwives Association (SSNAMA). CAM will provide technical expertise, both in-house and through its network of expert Canadian midwife members and other SRHR professionals, while SCOSAF and SSNAMA will utilize their knowledge of their local contexts to implement quality improvement and advocacy campaigns.

Duties and Responsibilities

Plan the Project

- Support the development of high-level project documents (project implementation plan, multi-year work plan and budget, M&E framework and baseline survey, etc.) in conjunction with CAM's Global team and in-country partners.
- Lead the creation of critical project management tools (work breakdown structure, GANTT charts, partner communication plan, etc.).
- Define the scope of the project in consultation with the Global Programs and Partnerships Manager.
- Create detailed work plans which identify and sequence the activities needed to successfully complete the projects.
- Lead the development of the annual work plan and budget in conjunction with the CAM management team.
- Determine the resources required to complete each project activity.
- Develop schedules for project completion that effectively allocate the resources to the activities.
- Review the project schedules with the Global Operations Manager and all other staff that will be affected by the project activities; revise the schedules as required.
- Determine the objectives and measures upon which the projects will be evaluated at its completion.

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 projects and adjust as necessary to ensure the successful completion of the projects.
- Establish communication schedules to update stakeholders including appropriate staff in the organization on the progress of the projects.
- Communicate and coordinate activities on a regular basis with project staff located in South Sudan and DRC.
- 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 teams on a regular basis to ensure that they meet project standards.
- 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 (and other) consultants and/or volunteers with appropriate skills for the project activities according to established procedures.
- Manage consultants' contracts and/or volunteers' mandates 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.

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, Knowledge and Skill Requirements

- University degree in international development or another relevant field.
- A minimum of 5 years' experience in the international development sector focusing on project administration, preferably in Africa.
- Excellent command of French and English (spoken and written).
- 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.
- 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, spreadsheets, presentations, and virtual workspaces.
- Demonstrated capacity to work effectively in a wide range of cultural and political settings.

Additional Assets

The following are considered strong 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.
- Work experience in conflict or post-conflict regions.
- Experience working within Global Affairs Canada (GAC) funded projects.

Working Conditions

- This position can either be performed from CAM's office in Montreal, Canada or from a home-based office as needed.
- This position requires periodic international travel to South Sudan and the Democratic Republic of Congo up to 4 weeks at a time; a valid Canadian passport is required.
- 3.5-year full-time contract 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 "ProjectOfficerSMART-RMC" 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 Officer SMART-RMC Application" to admin@canadianmidwives.org
- Deadline for applications is 5pm Eastern Time on July 14th, 2021.

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