

TERMS OF REFERENCE

PROJECT MANAGER

Launching Economic Achievement Program (LEAP) for Women in Jordan

Position Summary

The *Launching Economic Achievement Program (LEAP)* is funded by the Department of Foreign Affairs, Trade and Development (DFATD) of Global Affairs Canada (GAC) and supports women's empowerment for sustainable economic growth in Jordan through programming that increases productivity and job opportunities generated by women entrepreneurs and reduces gender-specific barriers to women's entrepreneurship and women entering into and remaining in the workforce. The project is being implemented by a Canadian-Jordanian Consortium led by the Canadian Bureau for International Education (CBIE), together with INJAZ-Amman and Ryerson University. Other Canadian and Jordanian organizations such as the Business Professional Women's Association (BPWA) and Humber College will also be involved in project implementation. LEAP is a four-year project that is in its initial phase and will conclude programming in October 2020.

Implementation of project activities will be locally managed through a Project Management Unit (PMU) housed within INJAZ-Amman premises. The PMU will be led by a Project Manager, supported by the following PMU staff positions: Operations Coordinator; Incubator Coordinator; Business Development Officer; Operations Assistant. The Project Manager will work closely with other members of the LEAP project team based in Canada and Jordan to monitor the project implementation and ensure successful delivery of activities on the ground as per the signed Contribution Agreement between CBIE and DFATD and related Agreements with the Project partners including a tri-partite agreement between CBIE-INJAZ-Ryerson.

The Project Manager will officially report to the LEAP Project Director based in Canada, however s/he will also receive technical and operational direction and supervision from INJAZ, as the primary implementing local partner for activities in Jordan.

Duties and responsibilities

- Coordinates and ensures effective implementation of project activities including ensuring that project deliverables are met as per the signed agreements between the project partners.
- Oversees the work and coordination of efforts of the Project Management Unit including the following staff positions: Operations Coordinator; Incubator Coordinator; Business Development Officer; Operations Assistant.
- Collaborates efficiently and effectively with the project partners in Canada and Jordan to ensure smooth implementation of project activities on the ground
- Represents the project with local stakeholders in Jordan
- Provides regular monitoring of the financial status of the project and ensures budget compliance tied to the activities on the ground are respected

- Provides substantive input into the development of narrative and financial reports as per contractual obligations to DFATD
- Reports regularly to the LEAP team in Canada on any variations regarding project deliverables schedule and deadlines
- In coordination with the project partners, participates in the vetting, selection and supervision of technical experts in Jordan
- Supports and facilitates missions to Jordan to ensure that the delivery of mission objectives are met (e.g. develops/participates in mission agenda, coordinates with other partners on the ground, oversees logistic arrangements etc.) and that Canadian experts are well-briefed on the local Jordanian context
- Contributes to the communication objectives and production of project promotional material by maintaining records of events and sharing success stories from the ground.
- Performs other duties as may be required

Qualifications

- Master's degree in Public Administration, Business Administration, finance, Social Sciences or equivalent combination of education and experience
- Five (5) years' relevant work experience including a minimum three (3) years' experience managing technical assistance projects in the MENA region funded by bi-lateral and multilateral donors
- Demonstrated understanding of the regional/sectoral context of the project – i.e. women's entrepreneurship in Jordan
- Experience in drafting narrative and financial reports in the context of international organizations and/or international donor funded projects
- Familiarity with the Results Based Management (RBM) approach and incorporating gender analysis/component to managing and monitoring projects
- Excellent written and oral communication skills in English and Arabic is required
- Experience in developing project communication tools and promotional materials
- Excellent communication, coordination, organizational and analytical skills
- Ability to work independently and as a team member and cope with workload pressure and deadlines
- Knowledge of policies and procedures relating to contract management, procurement and financial management
- Willingness to travel inside Jordan and overseas, primarily to Canada, when required