

## **JOB POSTING**

<b>TITLE:</b>	Project Manager, Launching Economic Achievement Program (LEAP) for Women in Jordan
<b>SUPERVISOR:</b>	Director, LEAP-Jordan
<b>DIVISION:</b>	International Partnerships
<b>LOCATION:</b>	Ottawa
<b>LEVEL:</b>	Group 5 (full-time unionized position)

### **POSITION SUMMARY**

Reporting to the Project Director (PD), the Project Manager will be responsible for a number of tasks related to the implementation of the LEAP-Jordan initiative. This initiative will be implemented over 4 years in partnership with two of CBIE's institutional members and another NGO in Jordan. The project will support women's empowerment for sustainable economic growth in Jordan through programming that increases productivity and job opportunities generated by women entrepreneurs and reduce gender-specific barriers to women's entrepreneurship and women entering into and remaining in the workforce.

### **RESPONSIBILITIES**

- Under the guidance of the Director, LEAP-Jordan, develops, plans and provides support for the project activities in Canada and Jordan
- Monitors the ongoing implementation of project programming and ensures approved timelines are being met, in collaboration with the project partners in Canada and Jordan
- Contributes to the regular monitoring of the financial status of the project and ensures budgets are respected
- Responsible for the production of financial and narrative reports to Global Affairs Canada, as well as the Project Implementation Plan (PIP), as per CBIE's contractual obligations
- Reviews all assignment narrative reports for compliance with their respective contracts
- Organizes Project Steering Committee meetings as per the PD directives
- Liaises with delivery partners on the implementation of the Incubator component of the project and the selection of their experts
- Coordinates and participates in the vetting and selection of technical experts in collaboration with the project partners

- Develops sub-contractors' (technical expert) contracts, terms of reference and budgets for Canadian and other international and local technical experts to be engaged under individual project subcomponents for PD approval
- Maintains regular communication with Canadian, Jordanian and other international consultants to ensure that advisory services being provided are aligned with contractual requirements
- Develops the required documentation for technical advisory missions to Jordan and oversees the preparation and implementation of said missions, with support from the Canadian and Jordanian partners when appropriate
- Supports the project partners in the design and delivery of training modules and workshops, entrepreneurship clubs and other project deliverables in Jordan as appropriate
- Assists in developing and managing the project communication plan as guided by the PD
- Designs and manages the production of the project's electronic newsletter
- Designs and develops communications tools and promotional materials for project use in Canada and Jordan
- Plays a role in supporting corporate CBIE activities such as membership relations, CBIE conference and other cross team projects and committees, participates in regular staff meetings/events
- Performs other duties as required.

## **QUALIFICATIONS**

- Master's degree in Public Administration, Business Administration, International Politics or Social Sciences or equivalent combination of education and experience
- An understanding of the challenges of pursuing economic empowerment of women and gender-specific barriers to women's entrepreneurship and to women entering into and remaining in the workforce
- Five (5) years' relevant work experience including a minimum three (3) years' experience managing complex technical assistance projects in the developing world funded by bi-lateral and multilateral donors
- Experience in project implementation plan development, narrative and financial report writing and preparation, project monitoring and budgeting
- Experience organizing, delivering and facilitating training workshops/modules preferably to women and girls
- Experience in identifying, recruiting and managing technical expertise and working in project team and intercultural settings
- Experience in developing project communication tools and promotional materials
- Excellent written and oral communication skills in English
- Ability to communicate with diplomacy, judgement and tact with clients from different cultures
- Excellent research and report writing skills
- Strong organizational, interpersonal and analytical skills
- Ability to work independently and as a team member, cope with workload pressure and deadlines, and work in a results-based environment
- Knowledge of Government of Canada and Global Affairs Canada policies relating to contract management, procurement and financial management and familiarity with results based management and gender policy
- Willingness to travel overseas.

## Desirable Qualifications

- Demonstrated familiarity with, or working in, the Middle East and understanding of the socio-political context and the challenges of gender equality in the region
- Working knowledge of Arabic a strong asset
- French language skills desirable
- Entrepreneurial experience is an asset

CBIE offers a comprehensive benefit package which includes an attractive pension plan and group insurance program. For general information on CBIE, visit our website at [www.cbie-bcei.ca](http://www.cbie-bcei.ca).

Please send your cv and letter of interest as soon as possible, quoting Competition 16-21, to [jobs@cbie.ca](mailto:jobs@cbie.ca) in either Word or PDF format or mail to CBIE, 1550 – 220 Laurier Ave. W., Ottawa, ON K1P 5Z9. The final deadline for applications is **December 22, 2016**; however, **please note that we will begin reviewing cv's immediately**. We thank all candidates for their interest but only short-listed candidates will be contacted.

*CBIE is committed to an inclusive, barrier-free work environment and encourages applications from all qualified individuals. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.*

**October 2016**