

JOB POSTING

POSITION TITLE:	Project Manager, Growing Economic Inclusion for Women in Jordan Program (GROW)
LOCATION:	Ottawa (Remote)
LEVEL:	Level 5 (full-time unionized position)
SALARY RANGE:	\$72,824 - \$89,097
VACANCY STATUS:	New Job Vacancy

Purpose of the Role

The Growing Economic Inclusion for Women in Jordan Program (GROW) is a five-year (2026–2031) initiative led by the Canadian Bureau for International Education (CBIE) in partnership with INJAZ, the Business and Professional Women Association (BPWA), SustainMENA, and Canadian innovation partner, the DMZ.

GROW aims to advance gender equality and sustainable economic development in Jordan by creating enabling environments for women and youth—particularly those from marginalized and underserved communities—to participate meaningfully in entrepreneurial and labour market opportunities. Working in the governorates of Amman, Irbid, and Aqaba, the project will strengthen opportunities for women to engage in Jordan's green and climate-resilient economy, supporting inclusive economic ecosystems through hands-on programming, targeted capacity-building, and strong partnerships with academic institutions and the private sector.

Reporting to the Senior Director, GROW, the Project Manager will play a central role in overseeing project planning, implementation, monitoring, and reporting between Canada and Jordan. The incumbent will ensure effective coordination with consortium members, adherence to Global Affairs Canada (GAC) contractual requirements, and delivery of high-quality technical assistance and capacity-building activities. The Project Manager will also provide leadership in communications, partnership engagement, and operational oversight to support successful project outcomes.

Key Responsibilities

Project Planning & Implementation

- Under the guidance of the Senior Director, GROW, and in collaboration with consortium partners and the local project management unit (PMU), lead the planning, coordination, and implementation of project activities in Canada and Jordan.
- Monitor project progress to ensure timely implementation of approved work plans and activities across the consortium.

Financial Management, Reporting & Compliance

- Lead the development of annual and multiyear project budgets, cash flow forecasts, and budget revisions, ensuring alignment with approved project plans and contractual requirements.
- Monitor project expenditures and financial performance on an ongoing basis, identifying variances, forecasting budget pressures, and recommending corrective actions to ensure effective stewardship of project resources.
- Work closely with CBIE's Finance Department and consortium partners to prepare accurate financial forecasts, claims, reconciliations, and financial reports, ensuring compliance with GAC, CBIE, and project requirements.
- Lead the preparation and submission of all project narrative reporting requirements, including progress reports, annual reports, results reports, and other contractual deliverables, ensuring high-quality analysis and timely submission.
- Coordinate the preparation and review of all financial reporting requirements to GAC, ensuring consistency between narrative and financial reporting and adherence to contractual obligations.
- Liaise directly with consortium partners to ensure timely submission of narrative and financial inputs required under the Consortium Agreement.
- Review partner, consultant, and assignment reports to ensure compliance with contractual terms, approved budgets, and project objectives.
- Maintain accurate records and support audit, due diligence, and compliance processes as required.

Partner Coordination & Consortium Engagement

- Serve as a key liaison with Canadian, Jordanian, and international partners to support coordinated project delivery.
- Maintain regular communication with technical experts, advisors, and consortium organizations to ensure the consistency and quality of advisory services.
- Organize and facilitate Project Steering Committee and Coordination Committee meetings.

Technical Assistance & Expert Management

- Lead the vetting, selection, and onboarding of technical experts in collaboration with project partners.
- Manage the development of sub-contractor contracts, terms of reference (TORs), and budgets for Canadian, international, and local technical experts for Senior Director approval.
- Prepare mission documentation and oversee the planning, logistics, and execution of technical advisory missions to Jordan, in collaboration with Canadian and Jordanian partners.

Communications, Visibility & Knowledge Sharing

- Coordinate the development and implementation of the project communications plan in alignment with GAC visibility requirements and CBIE communications guidelines.
- Manage the development of communications tools, knowledge products, and promotional materials for distribution in Canada and Jordan.

Other Duties

- Contribute to CBIE corporate activities, including membership engagement, the annual CBIE conference, and cross-team initiatives and committees.
- Participate in regular staff meetings and organizational events.
- Perform other tasks as required to support successful project delivery and CBIE's mission.

Qualifications**Education & Experience**

- Master's degree in public administration, business administration, international development, political science, social sciences, or a related field; or an equivalent combination of education and experience.
- Minimum of five (5) years of relevant experience, including at least three (3) years managing complex technical assistance projects in the developing world funded by bilateral or multilateral donors.
- Demonstrated experience working collaboratively with diverse Canadian and international project stakeholders, including implementing partners, advisors, government representatives, and local project management units.

Technical & Project Management Skills

- Demonstrated experience developing and managing complex project budgets, monitoring expenditures and forecasts, and overseeing financial reporting and compliance for donor-funded international development projects.
- Demonstrated experience leading the preparation of high-quality donor narrative reports, including progress reports, annual reports, results reporting, and other contractual deliverables for complex international development projects.
- Experience identifying, recruiting, and managing technical expertise and coordinating multi-disciplinary project teams.
- Strong understanding of the gender-specific barriers to women's economic empowerment, entrepreneurship, and labour market participation.
- Experience developing project communications tools, visibility materials, and promotional content.

Communication & Interpersonal Skills

- Excellent written and verbal communication skills in English, including strong report writing and analytical skills.
- Ability to communicate with diplomacy, tact, and sound judgment with clients and stakeholders from diverse cultural backgrounds.
- Strong organizational, interpersonal, and problem-solving abilities; proven capacity to work under pressure, meet deadlines, and operate in a results-based environment.

Knowledge & Compliance

- Knowledge of Government of Canada and GAC guidelines related to contract management, procurement, financial compliance, and results-based management (RBM).
- Understanding of gender equality principles and GAC's gender equality policy frameworks.

Other Requirements

- Ability to work both independently and collaboratively within multicultural teams.
- Willingness and ability to travel to Jordan.

Desirable Qualifications

- Experience working in the Middle East, with familiarity with the socio-political context and gender equality challenges in the region.
- Working knowledge of Arabic is a strong asset.
- French language skills.
- Experience with entrepreneurship support, green economy, innovation ecosystems, and/or SME development.

CBIE offers a comprehensive benefits package which includes an attractive pension plan and group insurance program as well as remote work arrangements. For general information on CBIE, visit our website at cbie.ca.

Please send your CV and letter of interest as soon as possible, quoting Competition 26-04 to jobs@cbie.ca or mail to CBIE, 1125 Colonel By Drive, CTTC, Suite 4400, Ottawa, ON, K1S 5R1. We thank all candidates for their interest, but only short-listed candidates will be contacted.

We are committed to equity, diversity and inclusion and encourage applications from people with disabilities, racialized people, Indigenous peoples, people from gender diverse communities and/or people with intersectional identities.

We provide a barrier-free work environment. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.