



## Terms of Reference

### Project Manager, Jordan

### EuroMed Feminist Initiative (EFI)

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#### About Us

EuroMed Feminist Initiative (EFI) is a policy network that provides expertise in the field of gender equality, democracy building and citizenship, and advocates for political solutions to all conflicts, and peoples' rights to self-determination. EFI Headquarters are in Paris, with offices in Amman and Beirut. You can visit our website to know more about our work: [www.efi-ife.org](http://www.efi-ife.org)

From 2021, EFI in partnership with consortium members Business Development Centre (BDC), and Tamkeen for Legal Aid and Human Rights are implementing in Jordan the second phase of Madad for Women program titled "Towards stronger economic participation of women in Jordan" funded by the European Union (EU) Regional Trust Fund in Response to the Syrian Crises, the "EU Madad Fund". The overall objective of the second phase is to contribute to gender sensitive national and local policy frameworks that are more conducive to women's economic participation. The project is implemented in East Amman, Ain AlBasha, Irbid, Ramtha, Jerash, Ajloun, Zarqa, Azraq and Karak.

EFI is looking for a qualified **Project Manager based in Amman**.

#### The Overall Responsibility as a Project Manager is:

- To manage the implementation of the action, follow up with consortium members and partner Civil Society Organizations (CSOs) and Community-Based Organizations (CBOs), maintain relations, ensure proper Monitoring and Evaluation (M&E), prepare the reports to the donor, as well as coordinate with EFI HQ in Paris and the other offices.
- To represent EFI in the project's activities, and take overall responsibility for the planning, management, execution and appropriate development of EFI's work within the project. She/he liaises with national stakeholders, UN agencies, national and local authorities and counterparts as well as with other EU Madad funded projects, in order to ensure complementarity.
- To promote EFI's goals and vision, particularly through the project objectives.

#### We seek a person who:

- Ensures that the above-mentioned project is planned, resourced, implemented, monitored, evaluated and reported in a timely manner, to ensure that they are appropriate, cost effective, targeted, sustainable and in line with EFI's goals and vision.
- As part of Project Steering Committee, collects and analyzes information regarding the political, security and humanitarian conditions within the country; ensures that there are regular effective communications with EFI's Executive Director and consortium members; ensures that quality control mechanisms are in compliance with international women's rights; provides technical guidance and ensures coordinated delivery as per national action.

- Takes active role to coordinate consortium members' action and ensures the project progresses as per the established work plan; develops an annual project plan and contributes to EFI's overall strategy.
- Ensures full compliance with EU Madad Fund and donor operation standards, control mechanism and reporting system; shares regular feedback with EFI's Executive Director on discussion points related to management, quality control and feedback on the project.
- Develops participatory approach in designing and implementing the project; promotes conducive environment for national and local stakeholders to take ownership of the project and supports their engagement and participation, to share values and genuine commitment for women's rights and gender equality.
- Manages overall the Technical Management Unit (TMU) responsible to follow the day-to-day operations, encouraging it to work in collaboration with the HQ and within the region; oversees retention of a highly motivated team, including development, health and safety and performance management; ensures good practice and local legal requirements in relation to HR and develops and implements policies and systems in support of this aim with support from the HQ; promotes consistency of compliance in policies such as finance and procurement guidelines, ethical guidelines, Human Resources Handbook, and anti-corruption policy.
- Ensures the Project Officer implements activities outlined in the project objectives through project management tools; provides support and advice for short-coming and minimizes failure risks
- Works closely with Communication and Visibility Officer to ensure that views, statements and visibility are appropriately resourced in line with donor's requirement; ensures there is an agreement with consortium members prior to publication or release; mitigates the risk by taking into account the context.
- Leads the regular staff meeting and monitors the weekly task report in line with performance management; contributes to data and records collection for the audit process.
- Ensures the proper documentation and archiving of all data, information, and reports of all processes and activities related to the project.
- Takes part in EFI's larger picture in ending discrimination and oppression of women through global work and network.

#### **Team Collaboration:**

This position reports directly to EFI's Executive Director in Amman and closely cooperates with the Head of Programs, the Financial Controller and the Advocacy and Communication Officer. Close cooperation with the M&E Consultant.

Supervises the performance of the project team. Holds regular contact with HQ and the Executive Director to report progress, challenges and discuss mitigation.

#### **Job requirement:**

- University degree in gender studies, social sciences or development studies. Relevant courses related to gender studies, conflict management, advocacy, women's economic empowerment, project cycle management are assets. Master degree is desirable.
- Excellent written and oral communication in English and Arabic is essential. French language is a plus.

- Excellent Microsoft Office application.
- A minimum of six years of relevant work experience at management level within development field, as well as field of gender equality, economic empowerment, combating Violence Against Women and Girls (VAWG), peace building, is required.

#### Skills-set:

- Prior experience of setting up and/or expanding new program project
- Proven experience in project management including the design, implementation and evaluation; prior experience in managing EU-funded project is a strongly desired.
- Awareness of and sensitive to working in multiple socio-economic settings and with multi-cultural groups
- Ability to work closely and establish positive relationships with local structures and to engage with various stakeholders.
- Proven experience in budget management at senior level
- Ability to liaise with institutional donors
- Knowledge of women's rights, international law, including human rights, humanitarian law, and regional and international human rights mechanisms.

#### Competencies:

- A high impact relationship supported by strong interpersonal skills
- Leadership excellence in managing the resources and programs
- Flexibility and team approach to programmatic work
- Analytical and problem-solving approach
- Ability to multi-task effectively, including having excellent planning, organizational skills, and the ability to work under pressure
- Ability to communicate in a clear, precise and structured way, and to present the organization effectively.

#### Useful information:

- This role is open for qualified Jordanian candidates.
- Duty station is in Amman
- A fixed-term position with contract length of 12 (twelve) months extendable.

#### Why should you apply?

- Impact: You will strengthen access to labour market and economic participation of women refugees and host communities in Jordan.
- Meaningful: You'll be playing a key role in the Project Steering Committee aiming to improve the livelihood, agency and social cohesion for Syrian women refugees and women from the host communities.
- Career: You will be leading a new exciting project by collaborating with EFI's key stakeholders.
- A great place to work: You will work in a dynamic environment with colleagues sharing values to respect the human rights of women and men.

#### How to apply:

Email your brief cover letter and CV to [application@efi-ife.org](mailto:application@efi-ife.org) by **23 July 2022**.

Please also indicate 'Project Manager Jordan' as your email subject.