



Transforming natural resource management
Empowering communities

Transformer la gestion des ressources naturelles
Renforcer le pouvoir d'agir des communautés

Position:	Project Assistant (full-time consultancy)
Location:	Ottawa, Canada
Deadline for applications:	December 9 th 2021
Starting date:	as soon as possible
Duration:	To March 31, 2022 with possibility of extension
Salary:	\$28 per hour

About IMPACT

IMPACT transforms how natural resources are managed in areas where security and human rights are at risk. We investigate and develop approaches for natural resources to improve security, development, and equality. We are an independent non-profit, collaborating with local partners for lasting change.

IMPACT is headquartered in Ottawa, and has offices in the Democratic Republic of Congo, Uganda and Cote d'Ivoire. For more information, please visit www.impacttransform.org.

Project Assistant

The Project Assistant position is a support role to the Field Operations Director (FOD) and other members of the Senior Management team requiring excellent organizational skills and attention to detail. Reporting to the Field Operations Director (FOD), they provide support primarily to complex field-level projects or activities in close collaboration with other IMPACT personnel. The Project Assistant keeps track of, and reports on, implementation of project commitments (activities, outputs, reports etc) as outlined in projects' contractual agreements. The Project Assistant also provide operational updates and support to the Field Operations Director and other personnel to ensure that project budgets are respected and activities in line with project objectives.

The Project Assistant also provides support to the Field Operations Director ensuring that all staff in the field or travelling to the field respect IMPACT policies and procedures such as travel requests, trip reports, procurement procedures and security policies. In so doing, the Assistant may identify gaps and support the Field Operations Director to revise or update policies and procedures as needed.

The Project Assistant provides general administrative and logistic support for field-level projects and activities as well as to the Executive team on a needs basis. This can include, but is not limited to, purchasing items for the field, coordinating travel, reviewing documents, minute taking, etc.

Job Purpose

The Project Assistant supports the FOD (and, on a needs basis, other members of the senior management team) with the following:

- Overall implementation of field operations (projects and activities) & sizable and/or complex projects
- Quality control and impact reporting of projects, particularly sizeable and/or complex projects



- Donor reporting, internal communication and coordination among personnel carrying out field operations and other relevant personnel

Key Responsibilities

The Project Assistant is accountable for carrying out the following key responsibilities:

Project Implementation and Quality Control Support:

- Support to overall implementation of Field operations (project and activities)
- Support to the Monitoring and Evaluation unit to carry out quality assurance, project and impact monitoring as well as reporting and the sharing of learnings;
- Support to the Executive unit in its everyday governance functions;
- Plan and report on unit and team meetings
- Carry out internal communication and coordination among personnel on a needs basis

Finance and Administrative Support:

- Provide support to the Finance and Administration unit including compliance with organizational policies as well as donor and host-country regulations
- Drafting letters and emails on a need's basis

Human Resources Support:

- Act as back-up to the Field Operations Director
- Liaise with relevant IMPACT staff to keep field staff's HR files up-to-date
- Assist with job recruitment processes as well as the orientation and debriefing of staff
- Liaise with relevant IMPACT staff (Finance & Administration, Security, Logistics and Administrative, Field Operations Director and Security Focal points in relevant countries) to ensure staff and contractors work and travel safely.

Reporting and Budget Management Support:

- Support the drafting of timely and high quality reports for donors
- In collaboration with the Finance and Administration Department, support the planning, monitoring, execution and reporting of project budgets.
- Support the tracking of project deadlines & requirements

Fundraising Support

- Contribute to fundraising efforts as needed

Candidates are asked to clearly demonstrate in their applications how they meet the requirements of the position.

Qualifications

The successful candidate **MUST** have the following experience and skills:

- Minimum 1 years of experience in support of project management in the international development sector (remunerated or volunteer)
- At least 1 year of experience in an NGO (remunerated or volunteer)



- Proven fluently bilingual (French-English) is a MUST.
- Basic knowledge of donor funded project requirements (e.g. Global Affairs Canada, USAID, European Union etc.)
- University degree in International development, international affairs, environmental studies, human rights, conflict studies (or subject matter relevant to organization's mission)
- Advanced Microsoft office skills (Word, Excel, Powerpoint).
- Experience working internationally in developing country contexts an asset
- Formal project management training an asset
- Formal Monitoring and Evaluation training an asset

Key Competencies:

- Strong verbal and written skills in both English and French
- Committed to advancing gender equity and human rights
- Excellent attention to detail
- Ability to work independently and to respect deadlines with minimal supervision
- Excellent organizational, planning and time management skills: demonstrated ability to prioritize while managing a complex workload
- Excellent problem solving and judgment
- Team player: ability to work with colleagues at all levels (senior and junior) and in cross-cultural environments
- Intuitive and pro-active: ability to identify potential issues, needs, threats or opportunities and brings these to the attention of Senior Management or relevant personnel
- Ability to adapt to and work effectively on complex issues in a fast paced environment

IMPACT's headquarters are located in Ottawa. Applicants must be Canadian citizens or have permanent residency status in Canada, and be legally entitled to work in Canada.

To apply

Send the following information by email to jobs@impacttransform.org

- A **cover letter** explaining your interest in the position
- Your **curriculum vitae**
- [The completed Supplementary Information Form](#)

Applications are due **December 9th, 2021**. Interviews will be held in December 2021.

Only shortlisted candidates will be contacted. No walk-ins or phone calls please.

