



Transforming natural resource management
Empowering communities
Transformer la gestion des ressources naturelles
Renforcer le pouvoir d'agir des communautés

Position:	Project Officer
Location:	Home-based; Ottawa, Global
Deadline for applications:	Applications will be reviewed on a rolling basis
Starting date:	as soon as possible
Duration:	to March 31, 2022 with possibility of extension & conversion to staff position
Salary Range:	Commensurate with experience

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 Officer

The Project Officer position is a support role to the Program Director and other members of the Senior Management team in Gender Equality programming. Reporting to the Program Director, the Project Officer will support the implementation of field-level and research projects. Using results-based management she or he will help ensure the effective implementation of projects globally. The Project Officer will carry out a number of writing tasks related to various projects, particularly in French.

The Project Officer will also work closely with the Senior Gender and Social Inclusion Specialist, to support the development and implementation of gender equality approaches and strategies throughout IMPACT's programming areas. This includes carrying out research and analysis on gender dynamics or considerations throughout IMPACT's programming, as well as making policy or practical recommendations for empowering women and positively contributing to gender equality within natural resource management. This will be done in close collaboration with IMPACT's local partners.

Job Purpose

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

- Overall implementation of programs (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 Program and other relevant personnel



Key Responsibilities

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

Project Implementation and Program Support:

- Supporting overall implementation of program (projects and activities);
- Supporting the use of results-based management in implementation of projects throughout all stages of its life-cycle: initiation, planning, execution, monitoring-evaluation, reporting, and closing-out;
- Using standard project management tools and techniques to schedule, plan, track and correct project performance; and know how to make effective use of technical and management methodologies;
- Supporting the financial management of projects, using standard tools and techniques related to cost planning and estimating
- Supporting the Monitoring and Evaluation unit to carry out quality assurance, project and impact monitoring as well as corresponding reporting and documentation of learnings;
- Planning and reporting on unit and team meetings, as required;
- Supporting internal communication and coordination among personnel on an as needed basis.

Gender Equality Programming:

- Supporting the Senior Gender and Social Inclusion Specialist, as needed;
- Supporting overall implementation of Gender equality projects and activities;
- Supporting the development and implementation of high-level organizational strategies on Gender Equality;
- Supporting the implementation of gender equality programming in consultation with local partners;
- Conducting research related to the development of recommendations on women's empowerment in the extractive industry for policymakers at all levels of government.

Writing Support:

- Supporting the drafting of project documents and reports, in French and English;
- Reviewing and editing of written documents, in French and English;
- Researching and report writing, 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 5 years of experience working in the international development sector
- Fluently bilingual (French-English)
- Exceptional writing abilities in French is a **MUST**
- Demonstrated experience with gender equality issues and the human-rights-bases approach applied in the context of international development



- Knowledge of donor funded project requirements (e.g. Global Affairs Canada, USAID, European Union etc.)
- University degree in international development, international relations, social sciences, gender studies, feminist studies, environmental studies, human rights, peace-building, 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:

- Excellent verbal and written skills in both French and English
- 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. While we encourage applicants from outside Ottawa/Canada to apply, interested candidates should ensure their availability to work hours that are conducive to the Eastern Time Zone.

To apply

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

- A **cover letter** explaining your interest in the position
- Your **curriculum vitae**
- Writing sample in French
- The completed **Supplementary Information Form**

Applications will be reviewed on a rolling basis.

Only shortlisted candidates will be contacted.

