



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

Program Coordinator (Francophone Africa)

Location: Remote, preferably in one of IMPACT's geographic areas of operation

Reports to: Deputy Executive Director

Status: Fulltime, one-year contract

Deadline: May 23, 2024

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, Canada and has offices in Democratic Republic of Congo, Uganda, Burundi and Côte d'Ivoire, as well as projects in Mali, and Zimbabwe. Learn more at www.impacttransform.org

Overview

The Program Coordinator (Francophone Africa) is a critical support role, creating the enabling conditions for teams in countries of operation to effectively implement IMPACT programming and realize desired outcomes. The Program Coordinator ensures projects align with organizational goals and donor requirements, facilitating seamless collaboration between national management and ground-level teams, and is accountable for compliance and quality control.

Primary Responsibilities

Project Coordination and Quality Assurance (70%)

- Act as a central liaison, communicating project scope, objectives, and deliverables between national management and Francophone Africa project teams.
- Collaborate with project managers to develop comprehensive project plans, including detailed activity schedules, budgets, and resource allocations using Results-Based Management (RBM).
- Organize and facilitate regular project meetings, ensuring clear documentation and follow-through on action items.
- Provide ongoing support and guidance to project staff, fostering successful implementation.
- Rigorously monitor project progress, identifying potential delays or risks and proactively proposing solutions to ensure high-quality outcomes.
- Regularly prepare clear and informative project progress reports for donors and IMPACT management.
- Meticulously review and approve project-related contracts, ensuring compliance with IMPACT's standards and donor agreements.



Team Support (20%)

- Offer guidance and support to IMPACT staff in Francophone Africa, promoting positive work and learning environments.
- Assist team members in developing effective work plans and optimizing time management strategies.
- Assist team members in managing project budgets including timely reporting, planning and analysis (using Budget Variance Analysis or Budget versus Actuals)
- Champion IMPACT's organizational policies (Code of Conduct, Safeguarding Policy, etc.) and procedures ensuring team-wide understanding and adherence.

Finance & Administrative Oversight and Human Resources (10%)

- Review and approve project expenditures with a focus on budget alignment and financial accountability.
- Collaborate with relevant departments to manage contracting processes for Francophone Africa personnel and services.
- Carry out regular competency assessments of staff that directly report; monitor and document improvements and enable conditions for professional growth and learning.

Essential qualifications, expertise, and skills:

- Undergraduate degree or equivalent in fields such as Social Sciences (International development, Sociology, Political Science, etc.), Engineering, Business, Administration or other
- At least 8 years of relevant experience in project management of international development programs.
- At least 5 year of demonstrated experience managing multiple staff/consultants
- Experience in monitoring and evaluation (M&E) and/or results-based management (RBM)
- Experience with project reporting processes and donor management, preferably with at least one of the following donors: Global Affairs Canada, EU, UNEP, GIZ, USAID.
Proficiency with a variety of professional software systems (e.g. Microsoft Word, Excel, Zoom, Box, etc).
- Candidates must be fluent in French (spoken, written and read) and English. Consideration will be given to candidates with a working proficiency in English.

Competencies:

- Problem solving, good judgment, analytical, and logical thinking.
- Personable; Good communication skills
- Strong organizational skills, planning and time management, and the ability to multitask.
- Good ability to work in a team, in an intercultural environment and to maintain good interpersonal relationships.
- Integrity and strong ethics.
- Leadership and motivation: commitment to excellence in performance by showing enthusiasm for the job as well as personal conviction, strength of character and trust in the team.
- Rigor and concern for accuracy, precision and compliance with standards.



Benefits:

- Competitive salary.
- We're a tight-knit, fast-paced organization with a vibrant and diverse team working in six countries, including Canada. Be prepared to thrive in a dynamic environment where things change quickly and collaboration is key. You'll work alongside people from various backgrounds and perspectives, making our work all the more innovative. We value our mission deeply and are driven to make a positive impact in the world.

To Apply

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

- A **cover letter** explaining your interest in the position (maximum 2 pages)
- Your **curriculum vitae** (maximum 3 pages)

In the subject of the email please state: the position you are applying for and your name.

Deadline for applications: May 23, 2024

We thank all candidates but only those selected for an interview will be contacted. Due to the volume of applications received, we ask that you do not follow up on your application.

