

## Job Description – Action Against Hunger / Action contre la Faim - Canada

Job title	<b>Project Officer</b>
Job location	Action Against Hunger / Action contre la Faim - Canada
Direct supervisor	Donor Relations and Partnerships Manager
Location	Toronto
Type of position	Full Time

### Context and responsibilities

Created in 1979, Action Against Hunger is a non-governmental organisation that aims to provide solutions to hunger. Our mission is to save lives by eliminating hunger through the prevention, detection and treatment of under-nutrition, particularly during and after emergency situations linked to conflicts or natural disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods; water, sanitation and hygiene and advocacy.

### About the role

Action Against Hunger is looking for a motivated and experienced individual to provide support in the preparation, implementation planning and administrative compliance of development projects supported by Global Affairs Canada (GAC). General responsibilities of this Project Officer position will include:

1. Overall follow-up and support to a portfolio of development projects working closely together with the Action Against Hunger International network.
2. Representation and communication of the projects with Global Affairs Canada and Canadian based project stakeholders.
3. Support to the compliance and administration of the projects through the application of organizational donor regulations and processes.
4. Participation in the identification of new funding and partnership opportunities in Canada.
5. Providing support to Action Against Hunger teams for proposal development.

### Specific Tasks and Responsibilities:

Under the direct supervision of the Donor Relations and Partnerships Manager of Action Against Hunger Canada and in close collaboration with other members of the team in Canada as well as Action Against Hunger offices internationally, the Project Officer will initially provide full-time support to our Afghanistan Child Health programming for a period of approximately 6 months during its negotiation and launch phase.

After that time, the Project Officer will provide ongoing support to a portfolio of projects that will include Afghanistan as well as additional country projects implemented by Action Against Hunger. Specific responsibilities of the Project Officer will be:

#### **1. Project Follow-up and Support**

- Provide guidance and direction to country offices and/or headquarters for the preparation of project implementation plans and annual work plans according to GAC rules and expectations.
- Support the establishment of a monitoring framework for the project(s) and ensure that GAC expectations on Monitoring & Evaluation are understood and integrated into project implementation plans.
- Review all project narrative (including project implementation plan) and financial reporting prior to submission for quality control purposes.

- Coordinate responses to donors on technical project questions that arise during the life of the projects.
- Ensure that a system of information management is established for the projects and that all project documentation is organized and accessible for all project stakeholders.
- Maintain regular contact with HQs and field teams when relevant regarding project progress, local context and challenges faced.

## **2. *Project Representation and Communications***

- Pro-actively develop and manage the project relationship with GAC including maintaining a dialogue with the donor on project implementation approaches, progress and challenges.
- Participate in relevant discussions and events with GAC, other development stakeholders and the general public in Canada to provide information and exchange experiences with regards to the projects.
- Facilitate the coordination of project visits for GAC in targeted countries.
- Collaborate with Action Against Hunger communications personnel to share project content for general communications and social media interaction.

## **3. *Project Compliance and Administration***

- Dialogue directly with GAC representatives on the administration requirements for each contribution agreement and ensure a comprehensive communication of those requirements to the relevant Action Against Hunger headquarters and countries.
- Monitor donor regulations and produce and/or update donor profile and process documents as required.
- Organize and conduct relevant capacity building for Action Against Hunger headquarter or field staff and their partner organizations linked to the projects.
- Ensure the development and application of internal monitoring tools for contribution agreement management, in collaboration with other members of the Action Against Hunger Canada team.

## **4. *Support to Institutional Fundraising and Partnership Development***

- Provide support to the Donor Relations and Partnerships Manager to identify potential funding and/or partnership opportunities in Canada for Action Against Hunger.
- Provide information and support to the Action Against Hunger international network relating to identified funding opportunities, including guidance on proposal preparation and review of proposals.

## **5. *General***

- Attend planning sessions, team meetings and annual performance reviews as required.
- Pro-active exchange and collaboration with Action Against Hunger Canada team members and the International Network.
- Ensure an on-going process of personal professional development and learning.
- Other duties as assigned.

### **Specific conditions**

**Staff work a five-day, 37.5-hour work week.** However, the different tasks involved may sometime require irregular working hours, particularly in times of crisis. This position requires occasional international travel to unstable contexts such as Afghanistan. At least one trip per year is expected in each country included in the portfolio of projects supported by the Project Officer, for a period of 1-2 weeks per trip.

### **Qualifications**

#### ***Essential Experience / Skills***

- Master Degree in relevant discipline in a field related to social sciences, development or public health, or equivalent experience gained.
- Minimum of 3 years working with an international organization in a role relating to project management.
- Field level experience of working in emergency and/or development settings and a solid understanding of humanitarian principles and current global sectorial issues.
- Demonstrated experience working with and/or knowledge of Global Affairs Canada contribution agreements.
- Demonstrated experience in preparing and reviewing reports and funding proposals for submission to international donor agencies, and particularly to Global Affairs Canada.
- Strong verbal and written communication skills including demonstration of cultural awareness, diplomacy and tact.
- Demonstrated experience and/or personal commitment to promoting gender equality within humanitarian and/or development work.
- Demonstrable partner coordination skills.
- Facilitation and training skills.
- Ability to work independently and under tight deadlines, and to multi-task.
- Positive attitude and strong analytical, interpersonal and coordination skills.
- Strong organisational and planning skills.
- Excellent knowledge of MS Office Applications.

***Desirable Experience / Skills***

- Previous experience in a similar position.
- Knowledge and/or direct experience in the technical areas of expertise of Action Against Hunger
- French language skills are a valuable asset, and knowledge of Spanish is an asset.
- Experience and capacity to work in difficult conditions and/or insecure environments.

This is a full-time position based in Toronto starting as soon as possible, and by the beginning of March 2017 at the latest.

Interested candidates must apply by **February 2<sup>nd</sup> 2017**, by submitting a cover letter and CV to: [jbuchanan@actioncontrelafaim.ca](mailto:jbuchanan@actioncontrelafaim.ca)