Project Officer, MENA

JOB PURPOSE:
The Project Officer will support the PWYP Regional Coordinator (Middle East and North Africa) to manage donor-funded projects with PWYP partners in the Middle East and Africa. The Project Officer will provide logistical and administrative support, and review of activity and finance reports from project partners. The role is responsible for ensuring excellent relationships with, and support to PWYP partners; and for ensuring that projects deliver against the goals and targets laid out in the work plans and results management /and collects the required information which feeds into the monitoring & evaluation framework. This is a part time, fixed-term role, working 2.5 days per week, based in Beirut, Lebanon.

REPORTS TO: Regional Coordinator (Middle East and North Africa)

SUPERVISES: This post has no supervisory responsibility

SCOPE OF RESPONSIBILITIES:

<table>
<thead>
<tr>
<th>Key Result Area</th>
<th>Performance Indicators</th>
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| Project management support: Contribute to the successful implementation of projects, ensuring the desired results, and final impact, are achieved on time and to standard. | ● Ensure full understanding of programme activities and objectives and of personal role and responsibilities on each activity  
 ● NORAD project activities are implemented and completed in a timely fashion  
 ● Oversight of activities in Kenya is managed in close coordination with Project Officer, ESA  
 ● Recruitment and contracting of consultants (finalising and advertising roles, receiving applications, scheduling interviews, responding to candidates etc) is managed in a timely and professional manner  
 ● Manage personal schedule to ensure delivery against expectations; taking the initiative to report any challenges to the Regional Coordinator and proactively propose solutions to those challenges  
 ● Annual work plans are set as per the submitted budget and timeline activities are tracked and monitored via a database or other mechanism |
### Sub-granting: Support the implementation of sub grant processes ensuring funds are disbursed to and accounted for by sub grantees in accordance with the signed grant agreements.

- Narrative reporting templates developed to align with the donor requirements
- Financial reporting templates developed in line with donor requirements in close coordination with PWYP Finance Manager
- Project partners understand what is expected of them on financial and narrative reporting
- Grantee contracting is managed in a timely manner and to standard
- All accountability measures (narrative and financial reports) are provided on time and to standard
- Accurate review of all grantee reports (financial and narrative) is undertaken
- Sub-grantees are supported and guided to complete reports accurately and to standard

### Administration and logistics: Provide Administrative and logistical support to the Regional Coordinator in the management and coordination of programme events / activities/ including the development and dissemination of material to external / internal stakeholders.

- Feedback on program meetings and events logistics via surveys and other monitoring tools indicates good management
- Well maintained records, project files and document control procedures in place and adhered to
- All events/ conferences/ capacity building trainings etc are adequately planned for
- Logistics (including travel arrangements, accommodation and meeting room bookings and subsistence reimbursements) for events are well organised ahead of time and in coordination with PWYP coalitions
- Relevant materials developed on time and to standard
- Records of events/meetings are accurate, succinct and produced immediately after event takes place

### FINANCIAL SCOPE:

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<thead>
<tr>
<th>Financial Impact of Role</th>
<th>Nature of Responsibility</th>
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<tbody>
<tr>
<td>Small (under £5000); Medium (£5000-£499,000); Large (£500,000-£1,500,000); Very large (over £1,500,000)</td>
<td>Stewardship; Shared Responsibility; Direct Responsibility; Accountable</td>
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<tr>
<td>Medium</td>
<td>Shared</td>
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**Narrative:**
RESponsible for building activity level budgets in liaison with the Regional Coordinator and reviewing sub grantee financial reports and narratives for completeness to ensure accountability for grants that have been awarded for work in the different countries;

REQUIREMENTS OF THE ROLE

Qualifications

- Bachelor’s Degree in one of the following fields: Accounting & Finance, Business Administration; Public Administration,
- Project Management Certification (added advantage)

Technical Experience & Knowledge

- At least 5 years of programmatic experience in the development sector with exposure to project management and project finance
- Familiarity with the regional and global extractive industry transparency movement is an added advantage
- Excellent problem solving skills
- Multicultural understanding
- Excellent interpersonal, cooperation, and networking skills
- Excellent writing and communication skills, including producing project reports and minute taking
- Fluency in English and Arabic is essential (written and spoken)
- Proven organisational and planning skills
- Ability to work under pressure to a high level of accuracy
- Willingness to travel up to 30%
- Proficiency in Office Suites (Experience using Google applications an added advantage)

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<tr>
<th>Competency</th>
<th>Foundation</th>
<th>Specialist</th>
<th>Leadership</th>
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<tbody>
<tr>
<td>Commitment &amp; Drive for Results</td>
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<tr>
<td>Proactivity &amp; Innovation</td>
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<td>Effective Resource Management</td>
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<td>Relationship Building</td>
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<td>Communication &amp; Influencing</td>
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<td>Thinking &amp; Problem Analysis</td>
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<td>Learning &amp; Resourcefulness</td>
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How to apply:
Kindly submit a cover letter (detailing your previous/current work experiences), and a CV by 19 February 2020 to both emails: recruitment@theleadershipteam.org and psaade@pwyp.org, with email subject: MENA Project officer. Shortlisted candidates will be contacted for a first round interview.

Salary: $51,397 per year pro rata (including benefits)