

NOVACT PROJECT MANAGER

Submission deadline: 27/04/2019

Date of incorporation: 15/05/2019

Type of contract: 12 months, full time (renewable).

Salary: From 23.316,05 € to 24.482,30 € gross per year (according to the scale and labour politics of the entity).

Reference: Ref/PROJECTMANAGERJO

Contact email: marta@novact.org (Marta Fernández)

Position open to Jordanian nationals and EU nationals

About NOVACT

NOVACT, International Institute for Nonviolent Action, is an NGO that works in the Euro-Mediterranean region promoting peacebuilding and social transformation processes based on Human Rights, justice and democracy. For the last 15 years, NOVACT has been dedicated to research, advocacy and international cooperation, contributing to generate bridges between social movements, academy and institutions.

During the last decade, NOVACT has gained international recognition as an institution compromised with social and nonviolent movements, working to denounce violence situations and human rights violations and promoting alternative conflict resolutions base on investigation, action and critical thinking.

NOVACT was created in 1999. The organization was born driven by a group of conscientious objectors from the Spanish military service during Franco's dictatorship, in order to share their experience in conflict transformation with people organized against rights violations.

Through a global network of experts and activists in the Middle East, Europe and North Africa, NOVACT supports nonviolent movements, working for change and social transformation, and develops nonviolent interventions to protect vulnerable communities in conflict situations. The organization obtains its funding from committed citizens and public institutions, which enables NOVACT to maintain its independence.

Main objective of the position

Under the overall guidance of the Mashreq Coordinator and the daily supervision of the Amman Office Director, the Project Manager is responsible for the coordination and implementation of NOVACT's projects in the region, following NOVACT's Strategic Plan 2018-2021.

Competencies

This position requires a person with extensive work experience as Project Manager on NGOs or Human Rights sector, including, project cycle, project definition and implementation, budget management, relation with donors, administrative protocols, project monitoring and evaluation and project justification. Is highly desirable a candidate with extensive experience in projects funded by international donors

We are also looking for a candidate who is able to work in team, with strong planning and organizational skills and strong self-direction, with strong interpersonal skills and ability to human relations, with initiative, flexibility and ability to work under pressure with colleges at all levels and deliver tasks on time.

The candidate must have a strong commitment and good knowledge and experience in peacebuilding analysis, prevention of violent extremism, human rights, gender equality and democracy promotion. Also, will be highly valued to have a critical understanding of current political situation in the region.

Duties and Responsibilities

- Follow-up and justify cooperation projects, ensuring the execution and coherence with NOVACT's strategic plan.
- Coordinate and supervise the deliverables on time and form.
- Define and review the project workplan and financial plan, according to NOVACT and Donors requirements.
- Coordinate the project activities and an effective communication with the stakeholders to facilitate the project implementation;
- Identify and monitor risk situations for the project delivery and activities implementation and recommend remedial actions as appropriate;
- Organize and conduct field visits;
- Organize and facilitate stakeholder meetings and workshops, as required;
- Supervise the implementation of all activities and tasks in line with the corresponding workplan and budget;
- Supervise budget management of the project and ensure delivery of budget as per approved work plans;
- Prepare and ensure timely submission of quarterly financial consolidated reports, quarterly consolidated progress reports, and any other reports as may be required by NOVACT or the Donors.
- Implement monitoring and evaluation mechanisms for financial, administrative, and operational activities and ensure timely submission of progress and financial reports;
- Disseminate project reports and respond to queries from concerned stakeholders;
- Report to the Office Responsible the progress of the project
- Support to technical management and the daily office coordination, including accounting, logistics and planning.

- Identify and formulate development cooperation projects in Jordan, with international or national donors, in coordination with Mashreq Coordinator and Amman Office Director.
- Undertaking any other activities that may be assigned by Mashreq Coordinator or Amman Office Director.

Requirements

It is required:

- Bachelor's Degree in Social Sciences, Law, Political Sciences, International Relations, Communication or Journalism
- A minimum of 3 years of progressively responsible experience in project management, with international donors.
- At least 3 years working on Human rights and Peacebuilding projects.
- At least 2 years working experience in the region.
- Knowledge of budget management and financial monitoring.
- Proficiency knowledge of English (written and spoken).
- Experience using Microsoft office and other NOVACT software such as SharePoint.
- Availability to travel to other points of the region, like the Kurdistan, Iraq, Palestine or Syria.
- Problem-resolution skills and team work capacity.
- Proactive attitude and lead-initiative capacity.
- High sense of confidentiality, initiative and good judgment.
- Commitment with NOVAT core values, nonviolent principles as transformative strategies, Human Rights defence and global justice.

It is highly valued:

- Good knowledge of Spanish, Arabic and Catalan.
- Experience implementing projects funded by the AECID, ACCD (Catalan Agency of International Cooperation for Development), European Union, United Nations or the Barcelona City Council (Ajuntament de Barcelona).
- Knowledge or studies on Human rights and peacebuilding.
- Internet and social media experience.
- Driving license (Type B).
- Participation in social movements.

Working Condition

- Full time contract for 12 months. Expected renewal subject to availability of project funds.
- Working day: 37.5 hours per week, distributed from Sunday to Thursday.
- Salary from 23.316,05 € to 24.482,30 € gross per year, according to salary scale and labour politics of NOVACT. Important information: NOVACT is a Spanish NGO with a regional office based in Amman. For that reason, we can hire both, national and international staff and the salary conditions will be different as we must adapt them to the European or Jordanian law.
- The workplace is located in Amman, Jordan (availability for travelling).
- Incorporation May 15th 2019.
- NOVACT's human resources policy is subject to the collective social state intervention agreement.
- NOVACT has developed an internal labour agreement that improves workers' labour conditions. NOVACT's labour agreement provides specific guidelines related to Human Resources and workers' rights such as hiring conditions, promotions, salaries, vacations, training, non-discrimination protocols, etc.
- The organizational chart and work conditions of NOVACT are agreed collectively by the workers' assembly and is ratified by the directive board. It is renewed every three years.

Contact information

- Interested candidates must send their curriculum vitae and a motivation letter (No candidates will be accepted without motivation letter). **Applications will be accepted until 27/04/2019.**
- The name of the files must match the name of the candidate. Ex. "NameSurnameCV" and "NameSurnameLetter".
- The candidates must send their application to marta@novact.org (**Marta Fernández**) indicating in the subject: **Ref/PROJECTMANAGERJO**
- If there is any doubt about this offer, you can contact us at marta@novact.org
- NOVACT promotes a recruitment policy that ensures equal opportunities for people who submit applications avoiding any kind of discrimination.
- NOVACT is not responsible for the non-receipt of applications due to computer problems.
- Only pre-selected proposals will be answered. All those applications that do not receive a response before May 10th should be considered as not selected.