

Call for Applications - Project Management Consultant

The Heinrich-Böll-Stiftung Palestine and Jordan office is looking for a Consultant with a special focus on Migrant Workers Rights & Human Trafficking in Jordan

Background

The Heinrich Böll Foundation (in German Heinrich-Böll-Stiftung) (hbs) is part of the Green political movement and seeks to encourage and facilitate cross-border initiatives and regional cooperation. Our activities are guided by the fundamental political values of universal human rights, ecology, democracy, solidarity, and nonviolence.

The Consultant will assist hbs Ramallah office in the management of the Jordan program and special focus on the Migrant Workers Rights and Human Trafficking program.

Core Functions/Responsibilities

In close cooperation with the Program Coordinator, the following tasks are required:

- Assist in the planning, coordination, implementation and monitoring of project activities, in particular self-organized activities.
- Follow up on the implementation of activities, such as conferences, workshops, seminars, as advised by the Program Coordinator.
- Present at and responsible for the implementation of all self-organized activities.
- Revise special financial documentation as advised by the Finance Manager in coordination with the Program Coordinator.
- Follow up the program's monitoring & evaluation plans developed by the Program Coordinator.
- Attend partners' activities, and report any non-compliance to the program coordinator.
- Organize meetings, workshops and training sessions; assist in all logistical preparation of the self-organized activities, including but not limited to, checking venues, obtaining offers, follow up on the set up of the activity.
- Maintain contacts and relations with partner organizations in Jordan; establish contacts with potential new partners; support partners in their project planning and indicator development.
- Support the public relations of hbs Palestine and Jordan, provide material to upload on hbs website & Facebook page in relevance to the program.
- Provide timely and regular updates on any developments in Jordan to the Office Director and Program Coordinators, including the scanning of relevant news outlets, social media and publications
- Support the preparation and implementation of international delegations to Jordan in coordination with the Office Director and responsible Program Coordinator.

- Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
- Support and develop the network of hbs in Jordan with local experts, international/German organizations, and political institutions in consultation with the Office Director and the Program Coordinators.
- Perform other related duties as assigned.

Required Qualifications and Experience:

Education

Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with three years of relevant professional experience.

Experience

- Minimum of 3 years work experience in project management or a relevant field (planning, monitoring, and evaluation); preferable with international organizations;
- Prior work experience with international humanitarian organizations, non-government or government institutions/ organization in a multi-cultural setting is an advantage;
- An identification with the goals and values of hbs;
- Good overview over gender policies and approaches;
- A high level of expertise in the political, social, and economic situation and current developments in Jordan;
- A high level of knowledge of the Jordan progressive scenery (actors, challenges etc.);
- A high level of knowledge of international discourses, debates, and cooperation related to Jordan;
- Experience in writing political analyses and briefings on political, social and economic issues, and with media and social media coverage;
- Experience in monitoring and contributing to applications for third party funding (partner).

Skills

- In depth knowledge of migrant labor rights, human trafficking, and broad range of migration related subject areas dealt with by the foundation.
- Ability to work independently and with minimal supervision.
- Strong interpersonal and communication skills.
- Knowledge of financial rules and regulations.
- Ability to work effectively and harmoniously with hbs team and partners from varied professional background.
- Mature, flexible, self-motivated and objective-driven, with the ability to travel and work extra hours as needed an advantage.
- Strong leadership, interpersonal and communication skills and strong attention to detail

Languages

For this consultancy, fluency in English and Arabic is required, both written and spoken. Working knowledge of German language is an advantage.

Coordination and Responsibilities

- The contract for the consultancy will be provided by hbs.
- The consultant will report and deliver outputs to the Program Coordinator and the Office Director.

Timing

Estimated Start Date- as soon as possible until December 2023 with possibility of extension.

Location

Hbs does not have an office in Jordan; the consultant is free to work from any location, transportation will be reimbursed, upon submission of official invoices.

How to apply

Interested candidates are invited to submit their up-to-date Curriculum Vitae in English, including relevant work experience and two references, and a cover letter explaining in detail their motivation and qualifications for this position, saved IN ONE CONSOLIDATED PDF FORMAT **by 30 April 2023** at the latest to applications@ps.boell.org.

- Only shortlisted candidates will be contacted.
- In order for an application to be considered valid, hbs only accepts profiles duly completed.
- No late applications will be accepted.

Financial offer

Kindly specify the **hour rate and daily rate (8 hours per day)**. The expected hours for the consultancy is around 40 hours per month.