

Initiatives for Peace and Human Rights (iPeace) EWICBT PROJECT - DRC PROJECT COORDINATOR - DRC

JOB OFFER

PROJECT COORDINATOR - DRC

Type of job	Full Time / Fixed Term
Issue Date	27 January 2020
Application Deadline	15 February 2020
Duration of contract	12 months (renewable subject to funds availability)
Posting Location	Goma / DRC [with frequent travels to Bukavu]
Applications to be sent to	jobs@iphr-ipdh.org

1. BACKGROUND

Initiatives for Peace and Human Rights (iPeace) is a not-for-profit organization that strives for sustainable peace in the Great Lakes region through human rights and good governance education. iPeace is legally registered and operational in Burundi, DRC and Rwanda with the mission to empower communities and individuals with knowledge and skills to build a global culture of peace. The organization vision is to see the Great Lakes region become a place where community members and leaders work together by holding each other accountable in respecting human rights values and good governance principles.

iPeace in partnership with PFTH with the financial support of the Ministry of Foreign Affairs of the Kingdom of the Netherlands (through its regional programme) are implementing the project on Empowering Women in Informal Cross-Border Trade in The Great Lakes Region (EWICBT). The project aims to contribute to social economic empowerment of women in cross border trade between DRC and Rwanda. This will be achieved through improving their business environment and increasing their income and their social economic welfare. To accomplish this, the project is built on improving the legal and policy framework for WICBT, providing access to legal aid services to WICBT, increasing WICBT's access to Sexual and Reproductive Health and Rights, and strengthening their entrepreneurial and financial capacity. The project activities will be implemented in Goma/Rubavu and Bukavu/Rusizi borders for duration of 30 months, with an inception phase of 4 months. While PFTH will implement the project activities in Rwanda, iPeace is in charge of the DRC. It is in line with the above that iPeace is seeking for a qualified person who will successfully and effectively coordinate the activities of this project in eastern DRC, especially in Goma and Bukavu border areas.

2. SCOPE OF WORK

iPeace-DRC is looking for a responsible Project Coordinator to administer and organize all project aspects, from simple activities to more complex plans.

The Project Coordinator is a key position for this project with overall responsibility for managing, monitoring and coordinating the delivery of activities and ensuring effective engagement with other key stakeholders. The successful candidate will demonstrate her/his capacity to be a key decision-maker, an adept project manager, lead a diverse team of colleagues from different backgrounds, and liaise with another implementing partner organization to ensure operational and programmatic efficiency and success.

The Project Coordinator will report directly to the Country Director with regular interaction with the project coordinator from the other partner organization (PFTH). S/he will supervise the iPeace project team and collaborate with stakeholders and beneficiaries to deliver results

on deadlines. S/he will be accountable for ensuring that the project objectives are met and that the project is implemented in compliance with iPeace and donor regulations.

Ultimately, the Project Coordinator's duties are to ensure that all projects are completed on time, within budget and meet high quality standards.

3. DUTIES AND RESPONSIBILITIES

- Provide overall leadership for the project, informing strategic direction and decision-making and overseeing administrative, financial and project management aspects to ensure successful and timely implementation of planned activities and appropriate expenditure of funds;
- Serve as the coordinator between project implementing organizations, external and internal technical advisors, and key program stakeholders; Ensure strong communication and coordination with all project stakeholders and beneficiaries;
- Coordinate all annual work planning, project reviews/evaluation activities and project implementation activities with team members and stakeholders.
- Ensure the timely submission of all deliverables to the donor, including annual work plans and project monitoring and evaluation plans;
- Together with other key iPeace staff at the Goma office and field level, foster and manage productive relationships with representatives of the Government of the DRC, province-level authorities, and relevant line ministries and institutions;
- In consultation with key project staff and iPeace senior management, provide clear guidance to ensure identification of advocacy issues, development of advocacy and influencing plan, and its proper implementation with government as well as with other stakeholders.
- Collect and share successes and lessons learned across the partners as well as externally; collect regular feedback from beneficiaries;
- Coordinate project management activities, resources, equipment and information;
- Break projects into doable actions and set timeframes;
- Assign tasks to project staff and assist with schedule management;
- Make sure that beneficiaries' needs are met as project's activities evolve;
- Help prepare budgets and project procurement management;
- Monitor project progress and handle any issues that arise in close collaboration with iPeace senior management;
- Ensure standards and requirements are met through conducting quality assurance tests.

4. QUALIFICATION AND EXPERIENCE REQUIRED

Qualifications and experience below are required from any candidate:

- Bachelor degree in business administration, economics, social science, human rights or related field required, with 5 years of work experience OR Master's degree in relevant fields with at least 2 years of experience.
- Minimum of 2 years of experience implementing complex programs in DRC in relevant areas such as access to justice; improving quality and access to financial services; access to sexual and reproductive health and rights, etc.
- Demonstrated skills in strategic and project planning, and strong organizational skills.
- Proven ability in collaborating closely with multi-level stakeholders; experience in managing projects implemented in consortia will be considered an advantage.
- Previous employment with or extensive knowledge of NGOs; experience working with NGOs in a similar position is a plus.
- Excellent oral and written communication skills in French AND English (reports and meetings will be often held in English).
- Familiarity with international donors' regulations and policies, as well as significant experience interacting with donor agencies is important.

- Knowledge or prior work experience in the area of cross-border trade in North-Kivu and South Kivu is preferred.
- Excellent interpersonal skills and demonstrated ability to lead and work effectively alone and in team situations.
- Capacity to work well under pressure, and the ability to communicate appropriately and effectively cross-culturally is critical.
- Experience in project management, from conception to delivery
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- Solid organizational skills, including multitasking and time-management
- Strong working knowledge of Microsoft Office (including Microsoft Project and Microsoft Planner)
- Hands-on experience with project management tools (e.g. Basecamp or Trello)
- PMP / PRINCE2 certification is a plus
- Be readily available to start immediately.

5. HOW TO APPLY

iPeace invites qualified candidates to apply for this position by providing the following as one single PDF attachment:

- (a) A one-page motivation letter
- (b) Most updated Curriculum Vitae highlighting key qualifications for the job (3 pages max) with two references preferably most recent employers/supervisors (emails and phone numbers)
- (c) Notarized copy of the most qualifying degree/certificate

Applications must be sent electronically to jobs@iphr-ipdh.org no later than **15 February 2020 at 5:00 pm** local time (Goma – DRC) and specifically mentioning **“EWICBT Project Coordinator DRC”** in the subject. Short-listed candidates will be invited for an interview at iPeace-DRC office. No phone calls accepted.

Applications from female candidates will be given high priority.

6. EQUAL OPPORTUNITY & NO CORRUPTION

iPeace is proud to be an Equal Employment and Opportunity and Affirmative Action Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), gender identity, age, status as individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, competence, and result-delivery need.

iPeace conducts its activities professionally, with integrity and in compliance with laws of those jurisdictions. As part of its commitment to ethical practices, iPeace does not tolerate acts of bribery or corruption. No person, agent or organization has been mandated by iPeace to receive, orient or facilitate any job application nor is there any fee whatsoever to submit, review, or assess a job application. Any promise/threat by whoever to positively or negatively influence a job application process is null and void.

Done at Goma, on 25 January 2020

Elvis Mbembe Binda, PhD
President