



**bioforce**

**JOB OFFER | BIOFORCE IS LOOKING FOR**

# **A LEARNING CENTER MANAGER IN JORDAN**

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<b>Réf.</b> 17188	<b>Date of the offer</b> 12.04.21	<b>Apply by</b> 03.05.2021
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Since November 2018, Bioforce is present in Jordan implementing a project in partnership with Action Against Hunger, and the German Jordanian University. Bioforce is now looking for opportunity to increase humanitarian training offers for the MENA region. This project aims to set up a Bioforce training facility in partnership with existing structures. You will be in charge to implement Bioforce's project based on results of the assessment mission and feasibility study. You will also be in charge of representing Bioforce in Jordan.

**For more information on Bioforce: [www.bioforce.org](http://www.bioforce.org)**

## **THE JOB**

### **ROLE AND RESPONSABILITIES**

**You will report directly to the Executive Director and you have a functional link with a project manager already based in Amman.**

#### **Main responsibilities:**

- **Context Follow up and security**
  - Lead the humanitarian situation and context analysis and follow up in Jordan and report regularly to Headquarters
  - In charge of security issues for Bioforce staff in Jordan
  
- **Project Coordination**
  - Plan and implement the project's activities under Bioforce's responsibility
  - Ensure the quality of project's activities under Bioforce's responsibility
  - Ensure the follow-up of the activities and participate to the strategic follow-up of the project
  - Represent Bioforce in the framework of the project and manage the relationships with operational and technical on the field
  - Produce the narrative and financial internal and external reports
  - Contribute to the administrative and financial management of the project
  
- **Operations Development**
  - Lead the Bioforce's deployment in Jordan
  - Lead the implementation of Bioforce projects in Jordan and the Middle East Region



➤ **External Coordination and Representation**

- Participate to sectorial and other relevant coordination meetings in Jordan
- Communicate on Bioforce's actions worldwide and specifically in the region
- Develop collaborations with humanitarian/development stakeholders in Jordan (INGOs, NNGOs, Donors, Governmental institutions, etc.)
- Be the focal point of Bioforce towards all Jordanian local and national authorities

## **MAIN REQUIREMENTS**

### **Training**

Master's degree in project management, humanitarian action or related fields

### **Skills and experience**

At least 5 years of experience in senior management positions on the field (international experience strongly desired)

### **Knowledge and skills**

Good knowledge of the humanitarian/development sector

Strong skills and extensive experience in Learning and Development

Strong skills in project management ; reporting, financial management and partnership management

Experience in managing institutional grants and knowledge of donors' requirements

Extensive experience in representation and networking

Strong communication and writing skills

Fluent in english and arabic, good knowledge in french

### **Behavioural skills**

Flexibility/ Adaptability and Autonomy

Respect of procedures and internal frameworks

Organizational skills. Priority management

Relational qualities

Professional Ethics

## **CONDITIONS**

Inception date	<b>June 2021</b>
Status	<b>Salary according to profile and salary grid</b>
	<b>Per Diem</b>
	<b>Medical Insurance</b>
Contract	<b>Fix term contract</b>
Place	<b>Amman, Jordan</b>

## **HOW TO APPLY**

Please send your CV and cover letter by email, with the reference to the job offer in the subject of the mail, to Noémie Roussel, HR Manager at: [rhsiege@bioforce.org](mailto:rhsiege@bioforce.org)