



bioforce

JOB OFFER | BIOFORCE IS LOOKING FOR

A HEAD OF MISSION IN JORDAN

Réf. 17190

Date of the offer 01.07.2021

Apply by

20.07.2020

Bioforce is looking for a Head of Mission in Jordan to ensure the implementation and the development of its activities in the country and the region of MENA. 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 a local/regional existing structure.

You will also be in charge of representing Bioforce in Jordan and in the region.

For more information on Bioforce: www.bioforce.org

THE JOB

ROLE AND RESPONSABILITIES

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

➤ Operations Development

- Lead needs' assessments for the development of Bioforce's training offer in Jordan
- Lead the design and development of new projects in Jordan and the Middle East Region
- Contribute to the identification of potential partners and donors to develop and implement new capacity strengthening initiatives of local actors in Jordan and the Middle East Region

➤ 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

➤ 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 7 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 French and English. Arabic will be an asset

Behavioural skills

Flexibility/ Adaptability and Autonomy

Respect of procedures and internal frameworks

Organizational skills. Priority management

Relational qualities

Professional Ethics

CONDITIONS

Inception date	ASAP
Status	Salary according to profile and salary grid Per Diem Medical Insurance,
Contract	for 1 year renewable
Place	Amman, Jordan with regular mission in MENA countries

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