

# act:onaid Job Description and Person Specification

Job Title:	Project Management Officer, POWER project		
Directorate:	Programmes	Unit:	PAGE- Women’s rights
Grade and Salary:	Grade C (Local Terms and Conditions)	Contract Type:	Fixed Term Contract until 31 <sup>st</sup> December 2020 60% role that is 3 days a weeks
Location:	Actionaid Hubs (London, Nairobi, Johannesburg)	Budget Holder:	No
Reports to: (including matrix reporting)	International Project Manager POWER		
Direct Reports :	None		
Matrix Reports:	None		
Operational Remit:	Global <input checked="" type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input type="checkbox"/> International Secretariat <input type="checkbox"/>		
Job Role			
Role Overview:	<p>This role supports the POWER International Project Manager with planning and coordination of project reporting, event logistics, and project closure.</p> <p>POWER (2016-2020) aims to increase the income of 21,000 women in Ghana, Rwanda and Bangladesh and their ability to control their income, through practicing Climate Resilient Sustainable Agriculture, better access to markets and reducing, recognising and redistributing their Unpaid Care Work. The project focuses on the following four outcomes of the project on 1) mobilisation and organisation of rural women farmers to increase women’s influence at household and community level;2) reduction and redistribution of unpaid care work, 3) market access and Agroecology and 4) raising the visibility of intersections of unpaid care work, CRSA/ agroecology and VAW at regional and international levels. The project’s grant is coming to an end in 2020, therefore this role will support the final year of project management and grant closure.</p>		
Areas of Responsibilities	Key Activities		
Coordination of project planning and reporting	<ul style="list-style-type: none"><li>Plan and communicate reporting timelines, and coordinate timely report reviews and submissions across 4 POWER Project teams</li><li>Communicate and follow up with 4 POWER Project teams on requests for information and meetings</li><li>Compile and list all case studies for onward submission to communications specialist officer</li><li>Take notes and share notes for IPMT meetings, annual review workshops and other face to face team meetings</li><li>coordination, document sharing and minute taking for a clear schedule of project meetings throughout 2020 (including remote PMTs, IPMTs, finance and project close check ins etc.</li></ul>		

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	<ul style="list-style-type: none"> <li>Support the IPM in managing the work plan for international activities - support as required to the MEL Coordinator and Communication specialist to ensure project evidence and learning is captured and used before the end of the project.</li> </ul>
<b>Planning and coordinating project event logistics</b>	<ul style="list-style-type: none"> <li>Plan and coordinate regular remote project team meetings</li> <li>Plan and facilitate travel logistics for project events, including transport and flight tickets, accommodation and venue, per diems and invitation letters</li> </ul>
<b>Support to grant closure</b>	<ul style="list-style-type: none"> <li>Work with the International Project Manager to regularly review progress against the grant closure plan.</li> <li>Work with 4 POWER Project teams to coordinate and complete specific closure activities. For example, collating asset lists and disposal plans, planning and facilitating documentation storage, and completing file audits.</li> <li>review and preparation of project documentation for project close (including ensuring all project documents are up to date and properly stored on CMS)</li> </ul>
<b>Person Specification</b>	
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Excellent English language skills</li> </ul>
<b>Essential Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>Commitment to AA's vision, mission and values, including a commitment to feminist principles and working in an organisation committed to working for the rights of women and girls.</li> <li>Excellent organisational and project management skills, including the ability to work on own initiative and to deadlines</li> <li>Excellent inter-personal and communication skills, and proven ability to work collaboratively as part of a diverse team across multiple offices</li> <li>Experience planning and coordinating event logistics</li> <li>Strong financial management skills and attention to detail</li> <li>Experience in report writing</li> </ul>
<b>Desirable Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>Specific experience working on women's rights projects such as economic empowerment or sustainable agriculture projects would be an advantage.</li> <li>Experience in grant or project closure</li> </ul>
<b>Competency Profile</b>	
<b>Strategic Perspective</b>	Understands the viewpoint of higher management and effectively analyzes complex problems.
<b>Building Collaborative Relationships</b>	Builds productive working relationships with co-workers and external parties.

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<b>Leading with Purpose</b>	Has personal direction and is not easily sidetracked by details or workload.
<b>Credibility</b>	Acts in accordance with stated values; follows through on promises; uses ethical considerations to guide decisions and actions.
<b>Communication</b>	Expresses ideas clearly and concisely; disseminates information about decisions and plans.