

Mozambique Jobs Expertini®

Project Coordinator, Field Support Services Project - Mozambique

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Company: Cowater International

Location: Mozambique

Category: other-general

Project Coordinator – Field Support Services Project, Mozambique

Cowater is currently recruiting a Project Coordinator for a proposal under development for Global Affairs Canada's Field Services Support Project (FSSP) in Mozambique. This position, conditional on the project being awarded to Cowater, is full-time and based in Maputo, Mozambique. The Field Services Support Project will support Canada's programming in Mozambique and other countries in the region by offering technical, research, logistical, procurement and administrative support to Global Affairs Canada's activities and initiatives.

Education:

Advanced (post-graduate) degree in a relevant discipline such as political science, law, international development, economics, finance, administration, project management, social sciences, engineering, or applied sciences.

Candidates should be able to demonstrate additional trainings/courses in subjects such as project management; public administration; results-based management; human resource management; conflict management; financial management; innovative financing mechanism for international development; capacity building or coaching approach; and gender equality or gender sensitivity.

Minimum Experience:

At least five (5) years of international development project management and delivery experience;

Prior experience implementing/managing at least two completed (2) prior international development projects;

Preference will be given to candidates who can demonstrate this experience on long term (projects with a duration of 5 or more years), high value (projects with a total value at or above 8 million CAD) projects;

The candidate should have demonstrable experience in the following key functions:

- Coordinating project activities with multiple stakeholders;

- Coordinating and arranging travel and accommodation;

- Coordinating and arranging meetings and conferences;

- Assisting the preparation of project planning documents and project reports;

- Communicating with government authorities or representatives;

- Ensuring proper maintenance of records and files;

- Providing advice on local government documentation requirements;

- Preparing activity updates as required.

The candidate should be able to demonstrate experience with a range of international development stakeholders, including: Civil Society Organizations; private sector organizations; the United Nations (UN); bilateral donors; research community; international financial institutions (IFIs); local governments; and national-level host-country governments.

Project experience should be for work in developing countries, ideally Mozambique.

Key Skills/Responsibilities

Providing logistical services such as overseeing, coordinating, and arranging vehicle rental,

travel, events, meetings, conferences, and missions as required;

Contributing to the preparation of all key FSSP deliverables and documents;

Assisting in the creation and maintenance of FSSP records and files;

Overseeing activities with stakeholders;

Advising on local government documentation requirements;

Preparing progress reports;

Supporting the project manager in procurement services of goods and services, including the procurement of technical specialist services through local and international competitive processes;

Coordinating logistics for events, trainings and conferences including booking accommodations, transportation, utilities, and arranging for permits, visas, and other official documents;

Supporting the Project Manager in analyzing, planning, directing and assessing the administrative tasks to be carried out by TSs, including timely submission of deliverables, adherence to basic professional requirements and alignment with activity specifications;

Supporting the administration of contracts coordinated by the project manager.

Language Proficiency: Candidates must possess an advanced professional proficiency in English and Portuguese.

Employment Conditions: Candidates must be able to live and work in the project country. The ideal candidate will already be living in/based in Mozambique.

Application Process Candidates must apply before May th. For your application to be considered, please upload your documents as followed: Candidate Last Name, First Name, date, Title of the Position. Cowater International is an equal opportunity employer, basing employment on merit and qualifications as they relate to professional experience and position

expectations. Cowater does not discriminate against any employee or applicant on the basis of race, religion, sex, gender identity, disability, age, or any other basis protected by law. We thank all applicants, however only those shortlisted will be contacted.

About Us Cowater International is a leading global development consulting company founded in 1955. Headquartered in Ottawa, Canada and with corporate hubs in Montreal, Canada, Brussels, Belgium, and London UK. Cowater International has successfully delivered a portfolio of over 100 projects and assignments in more than 100 countries. We work with governments, private sector actors and communities implementing projects that support socio-economic development, institutional strengthening, environmental improvements and advance equal opportunities for all. We are a diverse and experienced team committed to building a better tomorrow for the people we serve. Our adaptive approach to management has led to our yearly award-winning work and recognition as one of Canada's Best Managed Companies since 1997.

We thank you for your interest in building a better tomorrow.

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