



Job title	Project Officer (Gender Based Violence/Nutrition)
Department	Operations
Job location	Action Against Hunger Canada
Direct supervisor	Sr. Program Manager
Location	Toronto, Canada
Type of position	Full Time - October 2018 to September 2019

Created in 1979, Action Against Hunger is a non-governmental organisation that aims to provide solutions to hunger. Our mission is to save lives by eliminating hunger through the prevention, detection and treatment of under-nutrition, particularly during and after emergency situations linked to conflicts or natural disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods; water, sanitation and hygiene and advocacy.

About the role

Action Against Hunger Canada is looking for a highly motivated and committed Project Officer to provide support to a Gender Based Violence and Nutrition project which aims to enhance the overall accountability of humanitarian health and nutrition organizations for mitigating and responding to gender-based violence (GBV) within their programs. The ideal candidate will have a strong commitment to Gender Equality (GE), strong monitoring, evaluation and learning skills and experience in proposal writing. This position will act as a key support to the Gender Unit for the implementation and monitoring of new network wide GBV mainstreaming project. We are looking for someone who is passionate about gender equality and who comes with previous experience in monitoring, evaluation and learning and proposal development. The ideal candidate will have:

- An understanding of GE and GBV in humanitarian emergencies
- Project monitoring, evaluation and learning skills
- Experience in proposal development
- The capacity to document, articulate and promote learning from projects
- Experience field experience in the humanitarian sector would be an asset

An objective of this initiative will be to improve the accountability of Action Against Hunger and our partners towards GE and GBV. This will be done through specific GBV mainstreaming initiatives designed at improving the capacity and performance of the targeted organizations. This initiative will also seek to improve that same accountability within specific international and national health and nutrition coordination mechanisms. This will be done through three pilot technical nutrition/GBV mainstreaming in East Africa, West Africa and South Asia which will generate evidence and learning for the sector as a whole.

This position will focus on the following:

1. Project Monitoring, Evaluation and Learning
2. Project Development and Proposal Writing
3. Project Coordination and Administration

Specific Tasks and Responsibilities:

Under the supervision of the Sr. Project Manager, the responsibilities of the Project Officer will be:

1. Project Monitoring, Evaluation and Learning

- Ensure the development and implementation of appropriate monitoring and evaluation strategies and plans and contribute to the development of learning materials.
- Develop, implement and oversee data collection instruments and conducts qualitative and quantitative data collection for the global project;
- Collaborate and support country offices to develop, implement qualitative and quantitative data collection for the adaptation of key tools to include gender equality and gender-based violence considerations;
- Prepare communications materials based on learnings and stories, including case studies, learning papers and infographics;
- Support technical advisors/coordinators (Gender and GBV) in the Action Against Hunger International network with the collection of data, tools and resources.

2. Project Development and Proposal Writing

- Collaborate with Action Against Hunger International and the Gender Unit to identify and develop new project concepts, including the identification of new funding opportunities with institutional and private donors;
- Draft proposals with support from the project management team and relevant advisors and coordinators in the network;
- Ensure the full alignment of concept notes/proposals with donor criteria and requirements;
- Coordinate proposal writing processes within the Gender Unit and with other identified network technical resources;
- Maintain a database of funding opportunities specific to GE and GBV programming, relevant for Action Against Hunger.

3. Project Coordination and Administration

- Provide support to Sr. Project Manager to the overall coordination and administration of projects under their responsibility;
- Provide helpdesk support to Action Against Hunger offices for the implementation of Gender Minimum Standards;
- Contribute to the development of project communications plans;
- Participate in key in country planning meetings when required/relevant;
- Provide administrative support for the Gender Unit including but not limited to: travel bookings, event and/or training planning and administration, procurement.

4. General

- Attend planning sessions, team meetings and annual performance reviews as required;
- Pro-active exchange and collaboration with Action Against Hunger Canada team members and the International Network;
- Ensure an on-going process of personal professional development and learning;
- Other duties as assigned.

Specific Work Conditions

- The position is based in Toronto, Canada
- Staff work a five-day, 37.5 hour work week.

Travel Requirements

- The position may require limited travel to Africa and South Asia, USA or Europe.

Minimum Qualifications

- Master Degree in relevant discipline in a field related to social sciences, development, nutrition or gender studies and/or equivalent experience gained.
- Minimum of 3-4 years work experience, preferably with an international organization in a similar position.

Essential Knowledge, Skills and Attitudes

- Demonstrated commitment to Gender Equality and GBV risk mitigation/protection
- Demonstrated understanding of the complexity of gender issues in emergency and development contexts.
- Demonstrated understanding of key monitoring, evaluation and learning tools and methodologies.
- Experience writing project proposals, logic models and budgets
- Solid understanding and commitment to humanitarian principles.
- Ability to apply Results Based Management.
- Strong verbal and written communication skills including demonstration of cultural awareness, diplomacy and tact.
- Ability to work independently and under tight deadlines, and to multi-task.
- Positive attitude, proactive and creative character
- High level of self-awareness and strong interpersonal/communication skills
- Excellent knowledge of MS Office Applications.

Desirable Skills

- Bilingual French-English
- Specific donor compliance knowledge (BPRM, USAID, GAC, SIDA).
- Understanding of the cluster system and/or national humanitarian/technical coordination mechanisms.
- Previous experience working within a gender program
- Previous experience working internationally within a humanitarian or development program

Application Instructions

If you are interested in this position, please send your resume and cover letter to rec@actioncontrelafaim.ca by Sunday, October 21st, 2018. In the subject line, please indicate “**Project Officer GBV**”.

Please note that all applicants must be eligible to work in Canada.

To learn more about Action Against Hunger, visit our website at www.actionagainsthunger.ca