



Amman

Vacancy announcement: Regional Programme Manager for Development Programmes in MENA, at the Regional Development Cooperation Section of the Swedish Embassy in Amman

The Embassy of Sweden in Amman is recruiting a Regional Programme Manager as part of the Regional Development Cooperation section at the embassy. The position will be full time from 1 September 2019 or as agreed. With a trial period of six months with the intention of translating it into a semi-permanent position following the duration of the Strategy periods (currently 2016-2020), with the possibility to be extended according to the following strategy period(s) based on needs and future directives from the Swedish Government.

Background and rationale

The Embassy of Sweden opened in Jordan in 1981. Sweden's Middle East/Northern Africa (MENA) regional development has been going on for many years. Currently we are implementing the MENA strategy 2016-20 in the region. The current strategy focus is aimed to counteract the fundamental causes of conflict and contribute to favourable developments in the region. The strategy comprises a total of SEK 1.85 billion over the entire strategy period. The initiatives encompassed by this strategy are expected to contribute to:

- Strengthened democracy and gender equality, and greater respect for human rights,
 - Environmental improvement, reduced climate impact and increased resilience to environmental impacts, climate change and natural disasters,
 - Improved opportunities for regional economic development as a prerequisite for enabling poor people to improve their living conditions
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The regional programme manager will be a member of the staff of the Embassy in Amman and will work under the overall authority of the Ambassador. The programme manager will be part of the regional development cooperation section at the embassy, and he/she will work under the direct supervision and report to the Head of Regional Development Cooperation (MENA) who is also heading the regional development cooperation section at the embassy.

The regional programme manager will primarily share responsibility for various contributions within the different portfolios of the three sectors, but mainly the environment improvement and regional economic sectors. This assignment will require regular travel in the MENA region. The main tasks and responsibilities will be to assist and contribute to the following processes:

Main tasks and responsibilities:

- Responsible for the regional development cooperation on issues regarding environment/climate change, economic development, and governance in accordance with the regional MENA strategy and the Embassy's mandate in the implementation of the unit's annual work plan;
- Identify and assess possible new co-operation partners and programs;
- Conduct assessments for new contributions according to Sida rules, norms and standards;
- Monitor and follow up on-going project/programme contributions, through dialogue with partners, assessments of reports, annual review meetings, budgets, anti-corruption, agreements, audits as well as field travel;
- Responsible for quality assurance and up-to-date assessments and data registering, including archiving, in internal Sida-systems such as Trac, PlanIT, KlaraDia, physical archive, Palasso and Proceedo (on job-training will be given for these systems);
- Follow developments in the MENA region with a focus on environment, water, renewable-energy and economic development and decent work through networking events/conferences, travels and studies;
- Represent the Embassy in relevant meetings and engage with actors relevant to the Sida programs, including civil society,

private sector organizations, governments, UN agencies and research institutes or think tanks;

- Contribute to the Embassy's reporting on regional development cooperation and related substance matters.
- Be an active member of development section as well as an integrated member of the staff at the Embassy and cooperate with other Embassies in the region as well as with relevant teams within Sida required.
- Other tasks as required by the Regional MENA Director/Head of Regional Development Cooperation Section.

Required Skills and Experience

- A broad and well documented development background mainly development studies but also from other relevant sectors i.e. democracy, economy, good governance and or environment, sustainable development.
- A university degree, minimum Bachelor's degree in social sciences, development studies, law or economics, or other relevant fields.
- Minimum 2-5 years professional experience in development cooperation, preferably with experience from the fields above from a; donor agency, UN agency or international/local non-governmental organization.
- Good knowledge of the regional dynamics of the regional political and economic situation
- Minimum 2-3 years knowledge and experience of the project management cycle, planning and follow-up methodology including knowledge of logical framework approach and results based management.
- Excellent communication skills in English is mandatory, fluent in Arabic or Swedish is a merit.
- Excellent command of all MS office programs.
- Able to travel in the MENA Region.

The successful candidate will

- Demonstrate a high level of integrity and professional standards,
- A strong ability to work with various tasks (despite having a deep knowledge in one or several areas) and other sectors pending demands and needs over time within the section,

- Share basic values of Swedish policies such as respect for human rights, participation, non-discrimination, gender equality, transparency and accountability as well as a commitment to development, i.e. to reducing poverty through a rights based approach aiming at empowering the individual and the community to improve living conditions

Demonstrate the ability to work in a multicultural environment and cooperate effectively within a team Be responsible for his/her own professional development to improve capacity to deliver on expected results

We Offer

- An opportunity to work at an Embassy with strong ethical values and for a country with reputation for its contribution to sustainable development globally.
- Opportunities to learn and develop a personal network in the community of development practitioners in Jordan, the region, Sweden and globally.
- An international, modern, friendly work environment where we focus on results and on teamwork.
- An opportunity to work independently and with a great deal of responsibility.
- Functional and modern office spaces in Abdoun, Amman.
- A competitive salary in the range of 33,000-40,000 JD annually and benefits (annual vacations, pension etc.) based on personal qualifications and performance.

How to apply?

Interested candidates are invited to send a personal letter (max 1 page) and CV (max 2 pages) in English with the reference number **2019-2** by e-mail only to: ambassaden.amman@gov.se before **9 June 2019**.

Questions regarding the post can be sent to the same e-mail address.

Selected candidates will be asked to present at least 3 references from at least 2 different work places and submit certificates and copies of degrees, followed by interviews at the Embassy. Only short-listed candidates will be notified.

For more information about the Embassy and Sida, please refer to:
www.swedenabroad.com and www.sida.se.