



Job description

Localisation and Capacity Development Specialist Jordan

The joint initiative Regional Development and Protection Program (RDPP) is focused on supporting livelihoods and protection for Syrian refugees and their host communities in Jordan and Lebanon. The donors behind the initiative is Austria, Czech Republic, Denmark, EU, Ireland, The Netherlands and Switzerland. RDPP has a total budget of EUR 50 million for 2023-2026. The RDPP is a delegated partnership managed by the Embassy of Denmark with RDPP team members based in Amman and Beirut.

The responsibilities as Localisation and Capacity Development Specialist Jordan is to manage a smaller portfolio of civil society led partnerships with specific focus on supporting strengthening of the capacities of the partners. In addition, the position will support the capacity development plans and activities of the other locally-led RDPP partnerships.

The position will further follow the localisation discussion in relevant fora in Jordan and contribute with RDPP learning, support and inputs, where relevant. Finally, the position will, in close coordination with the Localisation and Capacity Development Specialist for Lebanon, develop, implement and support exchange and learning across the RDPP partner portfolio and other capacity strengthening activities focused on localisation, as relevant. The position will work in close coordination with the RDPP focal points for the partnerships as well as the Regional Program Finance, Logistics and Data Manager on the overall RDPP financial management and related issues, such as reporting of irregularities, results reporting and similar issues.

The position is Jordan focused and based at the RDPP office in Amman, Jordan. Some travel to Lebanon for coordination with the Localisation and Capacity Development Specialist for Lebanon is expected.

Management line: Reports to Program Manager

Place of service: RDPP office, Amman

The main duties of the position include:

Managing portfolio of partnerships:

- Manage a portfolio of 2-4 civil society partnerships with a core focus on contributing to the capacity development of the partner organization. In an advisory capacity, support the partners in developing, implementing, monitoring, amending and evaluating the implementation of their partnerships supported by the RDPP. Ensure close coordination with other RDPP partner focal points on technical input to the partners on livelihoods, protection and advocacy for a coherent program approach



- Ensure regular monitoring including field visit and provide guidance to the partners to support them in achieving the agreed results and outcomes. Involve relevant RDPP team members as needed
- Hold annual meetings with partners to discuss progress, potential deviations, mitigation and plans for next year
- Ensure the partners are aware of and adhere to relevant guidelines
- Highlight and discuss delays or deviations in project implementation with partners the RDPP team

Support to capacity development of other locally-led partnerships:

- In collaboration with the Regional Partnership Finance Manager, conduct partner assessment prior to entering into the partnership commitment, prepare report and recommendation, and present finding to the relevant RDPP team members for common review of risk and follow up planning
- In coordination with the RDPP partner focal points, support the locally-led partnerships in developing their capacity development strategy and plans. Support the partners during the implementation of their capacity development plans including providing advice and guidance on their capacity development of national and sub-national structures, institutions and actors. Provide support, guidance and monitoring, where relevant
- Engage with relevant levels of partner organisations and lead discussion on their strategic organisational development
- Facilitate team discussions to follow-up on planning, support and learning from the overall RDPP capacity development support

Partner learning exchanges and capacity development training:

- Together with the Localisation and Capacity Development Specialist for Lebanon,
 - Facilitate networking, learning and exchange between partners, including arranging meetings (virtual and in-person) and workshops on relevant topics
 - Develop and lead capacity development trainings for partners as required, together with RDPP team members and with external support, if relevant.

Follow the localisation agenda:

- Stay updated on global, regional and national commitments and initiatives in support of the localisation agenda, donor commitments to localisation, and relevant coordination efforts in Jordan and in relation to the Syria displacement crisis
- Engage in the Localisation Task Force and other relevant fora focused on localisation to contribute with RDPP learning, support and inputs, where relevant
- Lead the operationalisation of the RDPP commitment to the localisation, including extracting learning to inform programming and advocacy
- Act as focal point for studies, research or evaluations, including leading the externally supported RDPP study on localisation

General:

- Immediately alert the Program Manager in case of suspicion of irregularities at any level of program implementation
 - Any other required duties as assigned by the RDPP Management to assure proper program implementation



Qualifications

- University degree in Development Studies, International Affairs, Humanitarian Action, Political Science, or other relevant area of study.
- Minimum seven years of professional experience working with humanitarian or development cooperation (i.e. for an embassy, international or multilateral organization, international or national non-governmental organizations).
- Extensive experience with capacity development of civil society organisations, including assessments, developing plans and engagement with stakeholders at different levels of the organization
- Experience with development and implementation of tools and methods for capacity development of local civil society and other relevant stakeholders in Jordan
- Knowledge of the localisation agenda and dialogue locally, regionally and globally, including awareness of the local actors and structures engaged
- Knowledge of and experience with good practice and principles in partnership approaches
- Knowledge of the Syria crisis and forced displacement.
- Strong written and verbal communication skills.
- Ability to work independently and in a team.
- A structured mind-set and excellent planning and coordination skills.
- Strong interpersonal skills and team player abilities as well as interest in and willingness to share knowledge with – and learn from – colleagues.
- Excellent knowledge of spoken and written English and Arabic.
- Willingness to travel.

We offer

- An exciting, inter-cultural and dynamic work environment with a wide range of tasks.
- Complex and meaningful tasks.
- Opportunities for further development of your professional and personal competences.
- A large degree of ownership and independence in your daily work.

Employment conditions

- You will be offered full time employment until June 2027 based on a local contract based on the Embassy of Denmark's staff rules.
- Your standard working hours will be 37 hours per week.
- Employment will start as soon as possible, starting with a probationary period of three months.
- You will be entitled to five weeks of paid holiday per year.
- Your salary will reflect your qualifications, relevant experience and proven work-related results. You and your dependent family members will be offered reasonable coverage of medical expenses.
- The position is subject to the Embassy of Denmark's terms and conditions for local staff.



Application and recruitment process

To apply for the position, please send your application (motivation letter, CV, proof of relevant education, recommendations and 2-3 references) in English to rdppme@um.dk marked *title of the position applied for* in the subject line no later than 31st of March 2024.

The Embassy is an equal opportunities employer and welcomes applications from all qualified persons regardless of race, sex, religion, age or disability. Only shortlisted candidates will be contacted. Selected candidates will be invited for interviews – expected to take place during the week starting the 8th of April 2024. Selected candidates might be requested to take a test during the week starting the 1st of April 2024. Language proficiency and other written and/or oral tests may be performed as part of the interview process. Any employment is contingent on the presentation of a “No Criminal Record” and a successful security clearance by the Danish authorities.

By sending your application, you actively consent to the Embassy of Denmark processing of your personal information. You can find more information in the [Privacy Notice on the Ministry of Foreign Affairs of Denmark's webpage](#).

Questions

If you have questions regarding the position, please write to rdppme@um.dk.

About us

The Embassy of Denmark is part of the Danish Foreign Service and covers Lebanon, Jordan and Syria. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 30 employees, 12 of whom are diplomats.