**Jordan Partnership Manager for the**

**Regional Development and Protection Programme (RDPP)**

**Job brief**

The European Regional Development and Protection Programme (RDPP) in the Middle East is focused on supporting livelihoods and protection for Syrian refugees and local communities in Jordan and Lebanon. The third phase of RDPP was launched in early 2023 and is funded by the following donors: Austria, Czech Republic, Denmark, EU, Ireland, Netherlands and Switzerland. RDPP III has a total budget of EUR 50 million for the period 2023-2026. It is implemented through a delegated partnership arrangement in which the Embassy of Denmark in Beirut is responsible for managing the programme with a Programme Management Unit (PMU) composed of RDPP team members based respectively in Beirut and Amman. Through calls for proposals, RDPP III has identified national and international partners who receive support for projects that contribute to the overall objective and outcomes of the programme.

The Jordan Partnership Manager will manage a portfolio of 6-7 partnerships with a focus on generating livelihoods opportunities for refugees and local communities, so that they can become more self-reliant and resilient. In addition, the Partnership Manager will play a leading role in facilitating learning and evidence gathering on access to employment and livelihoods in the framework of durable solutions for displacement affected people, in particular from Syria. The Partnership Manager is expected to work collaboratively with other RDPP team members to ensure that all PMU tasks are carried out in an effective and coherent manner.

The position is focused on activities in Jordan and based in the RDPP office in Amman. The contract will be with the Embassy of Denmark in Beirut. Occasional short trips to Lebanon for coordination with colleagues based in Beirut is expected, security situation allowing.

**Management line:** Reports to the RDPP Programme Manager/Team Leader

**Place of service:** Amman

**The main duties of the position include:**

Partnership management

* Manage a portfolio of partnerships as caseworker for selected RDPP partnerships, primarily with national civil society organisations. This includes oversight, management and monitoring of partnerships in compliance with guidelines of the Danish Ministry of Foreign Affairs (DMFA).
* Provide capacity support, guidance and mentorship to partners, as needed, on issues pertaining to DMFA guidelines and procedures, as well as project-related content, strategies and approaches. This notably includes ongoing dialogue on theories of change, adaptation, learning and sustainability.
* Review partners’ narrative and financial reporting in coordination with relevant RDPP colleagues and ensure quality and consistency of reporting.
* Conduct regular field visits to monitor implementation.
* Ensure that partnerships are adequately reflected in the MFA systems and regularly reported on and updated.

Facilitation of synergies, learning and evidence gathering

* Ensure complementarity, consistency and cooperation between various RDPP partnerships (across thematic focus areas covering livelihoods, child labour, female empowerment, advocacy) and identify opportunities for cross-fertilisation, including with partnerships managed by other caseworkers in Jordan and Lebanon.
* Contribute to, and where relevant, lead cross learning exchanges focusing on livelihoods opportunities with partners and relevant external stakeholders e.g. through bilateral engagements or learning processes and events on selected topics.
* Stay updated on key contextual developments related to the operational environment in which the RDPP partnerships are implemented, including but not limited to political, security, social and economic developments and how these impact on the protection space for and well-being of Syrian refugees, vulnerable Jordanians and other population groups, and/or operational space for RDPP partners.
* Contribute to relevant ongoing programme development through review processes and other analytical work.
* Contribute to the overall RDPP narrative reporting to the RDPP Steering Committee as well as keeping the RDPP Steering Committee regularly updated on progress, learning and any other relevant information requested.
* Contribute to communication and visibility of RDPP results and learning.

Coordination and representation

* Ensure regular coordination with RDPP colleagues, including through weekly team meetings and extended quarterly team coordination meetings.
* Participate in relevant meetings within the development section of the Danish embassy and with other embassy staff.
* Represent RDPP in relevant coordination fora or other events, including working groups, seminars, round-tables, workshops related to RDPP focus areas etc.
* Contribute to RDPP advocacy efforts by amplifying key messages, communicating partner learning and advocacy messages etc.
* Contribute to the planning of field visits related to RDPP partnerships in Jordan, including field visits by Steering Committee representatives, high level visits organized by different RDPP donors etc.
* Any other required duties as assigned by the RDPP Team Leader and relevant to the position.

**Qualifications**

* Master’s degree in economics, social sciences, development studies, humanitarian action or related fields.
* Minimum 10 years of professional experience working with humanitarian and/or development cooperation.
* Experience in working with bilateral donors, multilateral organisations and/or international NGOs.
* Extensive experience in project management cycle, results-based, outcome-driven programming with a focus on managing or supervising livelihoods activities in a displacement context.
* Solid understanding of other RDPP focus areas, incl. protection, advocacy and cooperation with and capacitation of civil society and national and sub-national authorities.
* Advanced knowledge of the political, socio-economical and displacement-related context in Jordan and the Middle East with a focus on Syria displacement.
* Extensive experience in working in/with and capacitating partner organisations, notably civil society organisations.
* Strong written and verbal communication skills in English and preferably also Arabic.
* Strong interpersonal skills and team player abilities as well as interest in and willingness to share knowledge with – and learn from – colleagues.

**We offer**

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

**Employment conditions**

* You will be offered full time employment until 30 June 2027 based on a local contract with the Embassy of Denmark.
* Your standard working hours will be 37 hours per week.
* Employment will start in January 2024 or as soon as possible thereafter, 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 of max. 1 page, CV, proof of relevant education, recommendations and 2-3 references) in English to rdppme@um.dk marked with the title of the position applied for in the subject line **no later than 24 October 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 by mid-November 2024. Selected candidates might be requested to take a test in the week prior to the interview. 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 Demark processing of your personal information. You can find more information in the* [*Privacy Notice*](https://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy) *on the Ministry of Foreign Affairs of Denmark’s* [*webpage*](https://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy)*.*

**Questions**

If you have questions regarding the position, please contact Anne-Catherine Legendre, RDPP Team Leader, at annleg@um.dk, cc: rdppme@um.dk.

**About us**

The Embassy of Denmark is part of the Danish Foreign Service and covers Lebanon, Jordan, Syria and Iraq. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 30 employees, 10 of whom are international posted staff.