



KVINNA TILL KVINNA

## **National Program Officer/Assistant, in Amman**

### **1. Organization**

The Kvinna till Kvinna Foundation (translates: Woman to Woman Foundation) is a Swedish grant-making organization that supports partner organizations in Jordan and Lebanon in their efforts to empower women, build women's leadership and organizing, and address violence against women. Our headquarters are in Stockholm, Sweden, and our local office is in Amman, Jordan. Kvinna till Kvinna has had a presence in Amman since 2004. Our strategic objective is to increase women's power and influence and we work for sustainable peace and development.

### **2. Position**

Kvinna till Kvinna in Amman is now recruiting a national Program Officer (PO). Due to the Kvinna till Kvinna policy of women working to support women, the position is only open for female applicants.

The PO will be part of the Kvinna till Kvinna field team in Amman, which is comprised of two Swedish Field Representatives and two PO's. Working together with the field team is a Coordinator for Jordan and Lebanon and a Regional Coordinator for the Middle East, both based in Stockholm. The team collaborates with women partner organizations from Jordan and Lebanon, but also with other counter parts in partnerships and networking in the region.

The PO reports to the Field Representative (FR), for coordinating daily activities, and to the Head of Development Cooperation based in Stockholm. The Head of Development Cooperation is the PO's direct line manager.

### **3. Tasks**

The PO works with the FR to ensure that Kvinna till Kvinna's program for Jordan and Lebanon is carried out in accordance with our goals, strategies and policies. The PO is involved in developing and implementing our program, but part of the position also entails office assistance work.

#### *Monitoring and implementing Kvinna till Kvinna's program*

- Conduct field visits and attend partner organizations' events and activities to monitor implementation of projects/program
- Collect, file and forward interim and annual reports from partner organizations, ensuring all documentation is in order
- In coordination and with the support of the FR, discuss and document partner organizations' results and strengths/weaknesses
- Support the FR and Coordinator in developing and presenting capacity building initiatives with the partner organizations
- Support efforts to maintain and develop partnership with relevant counter parts, both partner and non-partner individuals and organizations
- Contribute to internal processes to revise and develop priorities, strategic aims and programmatic goals for the Jordan and Lebanon program
- The PO shall follow the political development in the region and contribute to the context analysis, focusing on women, peace and security in the region.

#### *Translation*

- Ability to translate both from English to Arabic and Arabic to English
- Attend meetings with the FR and provide consecutive translation
- Translate both longer and shorter documents (reports, statements, articles, emails, invitations, etc.)



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#### *Administrative tasks*

- Assist in picking up, copying and distributing documents
- Assist with logistics and practical details for meetings, visits, travel, conferences etc
- Share regular daily activities and responsibilities related to running the office

#### **4. Responsibilities**

- The PO shall carry out her work independently within the agreed framework
- The PO shall, on a regular basis, report to and inform the FR. The FR shall be available for discussions about work related matters and take decisions when needed
- The PO shall treat written and oral information and discussions between KtK and partners or other parties as confidential in discussions with other KtK partner organisations and external parties.

#### **5. Requirements**

- University Degree in Social Sciences, Law, or Gender Studies;
- Minimum of 3 years working experience, preferably in a similar position with an international NGO and/or a national woman's organization;
- Interest in and experience of women's right's activities
- Proven understanding of project cycle management (incl. LFA, RBM) preferred;
- Excellent analytical, inter-personal and written communication skills;
- Be an enthusiastic team-player and have a demonstrated capacity to work cooperatively in a team and with relevant actors;
- Fluency in written and spoken Arabic and English;
- Goal oriented, creative and with the ability to multi task;
- Committed to promoting women's rights;
- Comfortable with computers and information technology;
- Appreciate working in a multicultural environment and being open to working with all parties in a conflict context.
- Driving license preferred;
- Only women may apply.

#### **Submission of applications**

Interested candidates should submit their CV, a brief cover letter in English and two references to Kvinna till Kvinna by email at [applicationamman@kvinnatillkvinna.se](mailto:applicationamman@kvinnatillkvinna.se)

For any questions regarding the position please contact:

Field Representative, Alexandra Karlsdotter Stenström, or Field Representative Johanna Wassholm  
+962(0)7965 89 824 (available from January 17th)

Program Officer, Rama Abo Azoum: +962 (0)7964 20 723

**The deadline for applying is January 31st, by close of business.**

Interviews will take place continuously mid January- mid February 2012.

The selected candidate is expected to start on March 1<sup>st</sup> 2012.

Incomplete files will not be considered

Only short-listed candidates with strong adherence to the requirements will be contacted