

FARM RADIO INTERNATIONAL

Employment Opportunity

External Posting

Position title:	Project Assistant
Position location:	Ottawa (or remotely within Canada)
Reports to:	RECOVER Project Delivery Lead
Works closely with:	Regional Program Managers/Officers, Country Project Coordinators; Specialty Team Managers/Leads
Level of effort:	100%
Deadline to apply:	Open until filled

BACKGROUND

Starting in October 2020, Farm Radio will implement a short duration 7-country project for the German international development agency, GIZ. The project will use a variety of strategies to increase awareness, knowledge and uptake of good agricultural, nutrition, health and gender equality practices. The project will be executed in the context of the Covid-19 pandemic, which means that distance methods, not just for broadcasting but also for design and training, will be at the forefront. Countries include Cote d'Ivoire, Mali and Togo in West Africa; Ethiopia in East Africa and Malawi, Mozambique and Zambia in Southern Africa. Farm Radio has existing offices in Ethiopia and Mali and a longstanding strategic partnership with Farm Radio Trust in Malawi.

ORGANISATIONAL CONTEXT

Farm Radio International is a Canadian organisation that has been working since 1979 to harness the power of radio to meet the needs of small-scale farmers. We work with more than 1,000 radio organizations located in more than 40 African countries to fight poverty and food insecurity. With the benefit of FRI resources and training, our broadcasting partners deliver practical, relevant, and timely information to tens of millions of farmers, including women farmers. We also work with a range of partners to implement radio projects that address specific development challenges and community needs.

KEY AREAS OF RESPONSIBILITY

1. Project administration (25%)
2. Project documentation (40%)
3. Liaise with project stakeholders (25%)
4. Special assignments (10%)

DUTIES PER AREA OF RESPONSIBILITY

1) Administrative support

- Provide administrative support relating to the RECOVER project
 - Draft contracts and facilitate review/endorsement
 - Draft correspondence
 - Execute tracking and filing processes for associated documentation
- Identify and respond to the need for reporting tools and templates
 - Adapt/create templates using Google (and/or Microsoft Office, when directed)
- Contribute to/support the logistics of organization-wide meetings, webinars, etc.

2) Project documentation and reporting

- Draft and complete quality project documents (PIP, work plan, TORs, MOUs, etc.)
 - Contribute to drafting processes
 - Coordinate input, review, and feedback from various teams/staff
 - Lead revision for quality control and formatting
 - Ensure inclusion of relevant considerations (i.e. Gender Equality)
- Collect and organize project resources on Google Drive
 - Download and optimize documents and information
- Draft reports for funders and internal stakeholders
- Review reports submitted by consultants to ensure quality, results-orientation
- Communicate key project details to the Farm Radio comms team
 - Collaborate with the comms team to create program-related communications
- Regularly update Project Implementation (PI) tables
 - Attend PI Review meetings

3) Liaise with staff/departments and external stakeholders

- Coordinate, organize, and document key project-related meetings
 - *Prior to meetings:* Communicate with involved parties, generate list of attendees, send invitations, draft an agenda, circulate key documents in advance of the meeting
 - *During meetings:* Track timing, take notes, contribute information, facilitate as necessary
 - *After meetings:* Follow up on identified action items
- Liaise with consultants, project partners, and internal staff to facilitate progress in projects
 - Direct requests for information/outputs to relevant teams/staff
 - Provide information/outputs where necessary/possible
 - Prompt staff input, feedback, decision making, etc.
- Coordinate with speciality teams/other departments to support project processes
 - Collaborate with Radio Resources on Barza Wire
 - Collaborate with KMT to participate in/improve upon tracking/reporting processes
 - Liaise with finance to facilitate payments and/or resolve payment issues

4) Special assignments

- As assigned/required

QUALIFICATIONS

- Degree/Diploma in Communication, Journalism, or International Development, or related field
- Knowledge of radio broadcasting and communication for development (C4D)
- Experience working in sub-Saharan African countries
- Experience in facilitating partner engagement and participation in information-sharing
- Excellent digital skills, including the Google suite of online tools
- Fluent in English and French
- Comfortable working with limited resources, including ability to prioritize tasks and handle multiple initiatives simultaneously
- Excellent interpersonal and cross-cultural communication skills
- Excellent organization skills and ability to work under pressure and meet deadlines

Applications:

FRI is an equal opportunity employer. Only those candidates selected for an interview will be contacted. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To submit your application, please send your cover letter and CV to jobapps@farmradio.org. No phone calls please.