



## GPG Jordan Country Representative and Partnerships Manager (One-year Fixed Term Contract with the possibility of renewal)

Global Partners Governance (GPG) works with parliaments and political parties around the world to promote representative politics and effective governance. Our work directly supports politicians and parliamentary staff and has included the delivery of projects with parliaments in Africa, the Middle East and Central-Eastern Europe. For more on our work, see our website at [www.Gpgovernance.net](http://www.Gpgovernance.net)

GPG/GPGF is seeking to appoint a Jordan Country Representative and Partnerships Manager.

This is a key and wide-ranging role based in Amman, to support our expanding project teams with effective and consistent operations procedures and policies. The successful candidate will be responsible for representing GPG in Jordan and across MENA. They will play a key role securing project funding and leading on business development, as well as delivering operational and administrative tasks to the Representative office. They will need to maintain existing relationships across GPG's broad network as well as build new partnerships to deliver across all of GPG's in-country objectives. Full details can be found in the job responsibilities below.

GPG is committed to equality and diversity within our workforce and we encourage applications from all backgrounds, communities and industries.

### Person specification

The successful candidate should have

- Fluent Arabic and English language skills, with excellent writing skills in both languages. **Please note: a translation and interpretation assignment will form part of the recruitment process**
- Excellent communication and interpersonal skills: ability to communicate effectively with a diverse range of stakeholders including senior politicians and to work collaboratively as part of a team.
- Excellent organisational skills and ability to prioritise and manage multiple tasks.
- Flexibility and ability to adapt to changing work needs and political environment.
- Previous project management experience, preferably in an international and/or political context. including grants and proposals development, and securing funds, logistical planning, research, and dealing with financial processes would be an advantage.
- Required experience and track-record in securing funding with governmental and semi-governmental donor funds, including for USAID, U.S. Department of State, EU, FCDO and UN agencies,
- ICT competent and able to use Microsoft Office.

### Job responsibilities

In Amman, our Jordan country representative and Partnerships Manager will report to the Head of Iraq Programme, and will be part of GPG Programmes Team, and will be responsible for:

- Representing GPG in Jordan and across the MENA region
- Organisational and administrative tasks related to GPG's Representative Office in Amman.
- Lead on speculative business development through actively and consistently working on identifying opportunities for expanding GPG's work in Jordan and the region.
- Maintain existing relationships with GPG's partners in parliament, government, and the donor community, expand GPG's network, and build new partnerships.
- Maintaining a thorough knowledge of Jordan's political context and developments relevant to GPG's work

- Provide coordination support for project activities between our London-based teams and MENA in-country politicians & local partners
- Provide administrative assistance, and event organisation as required for project work
- Provide Arabic <> English translation, editing and interpreting as required
- Undertake background research and brief the project team in London on developments in the MENA region, particularly countries of operation
- Assist with regular reporting to funders, under the supervision of the Project Managers and Head of Programme.
- Travel within the region and to GPG's London headquarters as required.

**To apply for this position, you must include a cover letter in English addressing why you are interested in this role and how you meet the requirements of the job and person specification, with your CV (maximum two pages each) and send to [hello@Gpgovernance.net](mailto:hello@Gpgovernance.net)**

**Deadline for applications:** Saturday 30<sup>th</sup> October 2021.

**Interviews:** TBC but likely w/c 8<sup>th</sup> November

**Start date:** As soon as possible (negotiable with individual applicants)

**Length of contract:** One-year Fixed Term Contract *with the possibility of renewal*

**Salary:** 1200-1500 Jordanian Dinars per month (based on experience)

**Working hours:** 37.5 hours a week (Sun-Thursday)

**Holidays:** 25 days' holiday (F/T) plus local public holidays per annum

This role is for Jordanian nationals or candidates who already hold the existing right to work in Jordan.

*If you are successful interviews will be held remotely via Teams or Zoom in English and Arabic. English fluency is a must, and a translation and interpretation exercise will be part of the recruitment process. The successful candidate will be required to provide two references.*