



Caribbean Institute for Women in Leadership

## **JOB POSTING**

### **PROJECT COORDINATOR – “PROMOTING WOMEN’S POLITICAL LEADERSHIP IN THE CARIBBEAN”**

<b>Position Title:</b>	Project Coordinator – “Promoting Women’s Political Leadership in the Caribbean”
<b>Position Term &amp; Type:</b>	Full time; Term position with possibility of renewal
<b>Position Location:</b>	English Caribbean
<b>Application Deadline:</b>	February 3, 2019
<b>Language profile:</b>	English

### **BACKGROUND**

The Caribbean Institute of Women in Leadership (CIWIL) is a non-partisan and independent institution, established to monitor and strengthen the work of increasing women’s political participation in the region through advocacy, networking, research and capacity building.

CIWIL is looking for an experienced coordinator to guide the organization into its next phase of growth by overseeing the opening and management of a new staffed office and leading the implementation of a new three-year project to enhance conditions for women’s political leadership in countries across the region.

“Promoting Women’s Political Leadership in the Caribbean” (PWPLC) is an initiative funded by the Government of Canada, and forms part of a LAC region project being implemented with ParIAmericas.

### **NATURE AND SCOPE**

The Coordinator is the key staff member responsible for both the successful management of the CIWIL Office and high-quality implementation of the PWPLC project.

Reporting to the Board of Directors of CIWIL and the PWPLC Project Steering Committee, the Coordinator will contribute to the shaping, and be responsible for the planning and implementation, of project activities to strengthen conditions for women’s leadership in different countries of the Caribbean. They must excel at meeting financial compliance requirements and achieving programmatic targets of activities, have excellent coordination skills including through data collection and analysis to support monitoring and evaluation, and public communication/ reporting on these activities. Previous experience at the helm of a civil society organization and in working with elected officials, young people and other women’s organizations are important desired qualifications for this position. The Coordinator will have a passion for gender equality and transformational leadership, and abilities to creatively translate these principles into impactful programming and working methods.

The Coordinator will also oversee the inception and day-to-day activities of the CIWiL Office and the hiring of 2.5 additional staff. They must possess strong administrative and organizational skills and be excited about the opportunity to work with an experienced and active Board of Directors in developing and putting into practice new policies, procedures and systems that position CIWiL for long-term sustainability. Fund diversification, strong team leadership and coaching, stewardship of strategic partnerships, financial administration and bookkeeping oversight, and institutional strengthening -- including through support to volunteer chapters -- will be important priorities for the Coordinator.

CIWiL is a non-partisan, non-governmental organization that works to strengthen women's leadership in different spaces – including through engagement with processes, institutions and actors that determine women's entry and advancement to positions of political leadership and decision-making. To effectively deliver this mandate, CIWiL requires that all staff and board members exercise utmost sensitivity, tact, transparency and sound judgement in performing their duties and representing the organization and its programming.

### **PRIMARY RESPONSIBILITIES**

The Coordinator manages the CIWiL Office and is responsible for planning, administering, implementing and evaluating activities under the PWPLC Project. The Coordinator, working in coordination with the PWPLC Project Steering Committee, and in compliance with Donor requirements, will:

- Administer tasks related to the establishment and setup of a CIWiL office, and hiring of new staff;
- Administer tasks related to the preparation of baseline analyses and an annual work plan, including through research and surveys/interviews with experts and alumni of CIWiL activities;
- Contribute to the development, and ensure the sound application of, operational, human resource, financial administration and knowledge management systems, processes and procedures;
- Prepare operational and activity budgets, administer approved related expenditures, and reconcile unspent advances, according to financial, procurement and accounting policies and procedures;<sup>1</sup>
- Develop tools and promote a workplace culture that emphasizes mentorship through continuous learning and feedback;
- Prepare documentation (including meeting agendas and minutes, regular financial reports, draft plans, policies and procedures, recommendations, etc.) to support informed decision-making and oversight by the CIWiL Board of Directors and PWPLC Project Steering Committee;
- Implement a fund diversification strategy, to secure new and independent sources of operational (staff and office expense) funding, including through the development of additional donor funded project proposals and/or relationship building to secure sponsorship from other prospective funders in the private and public sectors;
- Directly manage in close collaboration with the Project Steering Committee the planning and implementation of project activities to build capacities of prospective women candidates and their support networks as well as emerging generations of women leaders in countries across the

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<sup>1</sup> The Project Steering Committee, in consultation with the Coordinator, could determine to hire a Financial Officer/Comptroller to support bookkeeping and other related administrative functions as the project gets underway, but the Coordinator will remain responsible for ensuring the sound budgeting, management and reconciliation of approved operational and programming expenditures.

Caribbean, in line with approved budgets, timelines and performance targets, with support from volunteer chapters where appropriate;

- Establish and manage productive working relationships, including with parliaments and other likeminded women’s organizations, and achieve targets for participation by intended beneficiaries of project activities;
- Directly manage the preparation or updating of training curricula, manuals, guidelines and tools to support volunteer chapters and participants of project activities in multiplying knowledge and skills, with support from expert consultants, where needed;
- Ensure organization-wide compliance with the safety and security, environmental sustainability, and anti-corruption/conflict of interest protocols in all aspects of operational and project management;
- Take on other tasks as required for the successful management of the CIWiL office and delivery of project activities.

## **QUALIFICATIONS**

- 7 to 10 years of experience in the coordination of a similar organization in the Caribbean region;
- Strong financial administration skills, including budgeting, forecasting of cash flows, maintaining controls, and preparing financial statements and reports;
- Experience with common performance monitoring and evaluation approaches, processes and tools;
- Strong relationships within civil society organizations and actors in the women’s movement, and understanding of political and gender equality dynamics in different Caribbean countries, as well as approaches for promoting transformational leadership and political empowerment of women across generational and other intersectional lines;
- Excellent organizational skills to oversee activities under tight deadlines, in a fluid and complex political environment, with emphasis on quality results;
- Strong interpersonal and team management skills;
- Demonstrated experience in the facilitation of capacity building activities with adults and youth, and in the development of related and tailored guidelines, tools and resources;
- Strong relationship-building and diplomacy skills;
- English oral and written fluency (essential);
- Strong writing abilities, experience preparing narrative reports and attention to detail/accuracy;
- Ability to work independently and as part of a small team using initiative and judgment, and to supervise and provide guidance to staff members;
- Flexibility, with a strong work ethic, a solution-oriented attitude, and an entrepreneurial spirit to accommodate high levels of responsibility and multiple priorities.

## **WORKING CONDITIONS**

This is a full-time position under a 3-year funded project based in the Caribbean. It requires occasional international travel and some irregular work hours. Applicants must be legally eligible to work in the Caribbean and have a CARICOM skills certificate. CIWiL cannot cover relocation costs.

## **CONDITIONS**

Please send your C.V. and a cover letter in English, detailing how you meet the qualifications for this job posting, no later than **Sunday, February 3, 2019** to [ciwil@parlAmericas.org](mailto:ciwil@parlAmericas.org)

Please note that applications will be considered on an ongoing basis. Interested candidates are therefore encouraged to apply before this deadline.

Only short listed candidates will be contacted for an interview. CIWiL is an equal opportunity employer.