



## Project Officer – Hurricane Dorian Response

### Job Description

Level	Moderate Experience	Travel Percentage	Up to 40%
Project Job Location	Abaco, Grand Bahama, and New Providence	Position Type	Contract
Education Level	Bachelor's Degree		

### DESCRIPTION

The **Adventist Development and Relief Agency** is a global humanitarian organization of the Seventh-day Adventist Church that demonstrates God's love and compassion. ADRA works with people to create just and positive change through empowering partnerships and responsible action.

**ADRA Bahamas**, as a network office of ADRA International and the Seventh-day Adventist Church, has the right to prefer a member of the Seventh-day Adventist church in the hiring process. In the event that a qualified Seventh-day Adventist candidate is not found, we will give the opportunity to candidates who must understand, respect, and honour the mission, purpose, and identity of ADRA.

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### SUMMARY

The Hurricane Dorian Response Project Officer is a member of the Program Implementation Unit. The primary role of this position is to manage the implementation of development and emergency programs in Abaco, Grand Bahama, and New Providence in accordance with ADRA International's, ADRA Bahamas Program Implementation Unit's, and Donor's Policies, Procedures, and Guidelines.

The Project Officer will support the implementation of the day-to-day operations of approved projects within the islands. The Project Officer will represent ADRA Bahamas on each island to key stakeholders, including community leaders, government, private donors, and partner organizations, as needed and in coordination with ADRA Bahamas Program Director.

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### BEHAVIORAL COMPETENCIES

- **Presenting and Communicating Information** - Speaks clearly and fluently; expresses opinions, information, and key points of an argument clearly.

- **Analyzing:** Analysis of numerical data, verbal data, and all other sources of information.
  - **Formulating Strategies and Concepts** - Works strategically to realize organizational goals.
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## RESPONSIBILITIES

### Functional Responsibilities to include, but are not limited to:

1. Serves as the ADRA Bahamas Project Officer for assigned portfolio of projects.
  2. Monitors and ensures completion of project obligations and adherence to donor and agency standards, regulations, and procedures.
  3. Facilitates the timely start-up, implementation, and close-out of assigned funded ADRA programs.
    - Includes visits to sites to monitor program implementation
    - Oversee logistics for delivery of supplies to projects, as needed.
    - Organize site visits, assessments, and logistics associated with projects as needed.
    - Ensure all data relating to program implementation, such as distributed goods, are collected in a timely and accurate way.
  4. Coordinates cross-sector and cross-unit grant management activities to ensure adequate and timely completion of grant obligations, including field visits, timely submission of reports, evaluations, and resource requests.
    - Share with the Country Office any relevant information from key partners.
  5. Coordinates review of field reports, ensuring adequate dialogue and follow-up with field staff.
    - Liaise with the Comms/Marketing Manager to ensure the best stories and photos of ADRA's response program are captured
    - Complete and regularly update the 3W NGO form
    - Ensures field reports and updates are provided promptly to the Programs Director
  6. Edits and ensures quality reports are presented by ADRA to donors.
  7. Representation and coordination with clients, partners, and other key stakeholders:
    - Establishes and maintains good working relations and communication with donors, clients, implementing partners, and other key stakeholders, including ADRA staff.
    - Actively participate and represent ADRA in meetings, including relevant internal and/or external committees and working groups, as assigned
  8. Funding Opportunities
    - Identify funding opportunities for projects in line with the ADRA Bahamas program portfolio and liaise with Country Director on those opportunities.
  9. Performs other duties as required.
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## QUALIFICATIONS

## Education and Related Experience

- Bachelor's degree in a relevant field (international development, management, social sciences).
- Experience in all aspects of project management.
- Minimum of 2 years of working experience.
- An interest in Development and/or Emergency Response.

## Skills

- Report writing.
- Problem-solving.
- Financial management.
- Social mobilization.
- Ability to handle confidential data and information.
- Ability to work well with others and through virtual platforms.
- Computer literacy skills, fluency in MS Office Suite, especially Word and Excel.

## Other

- Must have a valid driver's license

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## TRAVEL

Up to 40% domestic travel may be required. Must have the ability to travel on short notice if necessary. **The expectation will be for the position to be based out of New Providence, or Grand Bahama.**

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## *Committee Membership*

- PROCOM

## APPLICATION

To apply, please send a cover letter, resume or CV, and one recommendation to **Henry Moncur** ([cd@adra.bs](mailto:cd@adra.bs)).