



*The newest country office in the 135 country ADRA Network is seeking **Project Officer**.*

The Adventist Development and Relief Agency (ADRA) is a recognized international humanitarian agency with the specific purpose of individual and community development and disaster relief. *ADRA helps all those in need without regard to age, ethnicity, or political or religious association.*

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

Functional Responsibilities to include, but 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
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
5. Coordinates review of field reports, ensuring adequate dialogue and follow-up with field staff
6. Edits and ensures quality reports are presented by ADRA to donors
7. *Representation to clients, partners and other key stakeholders:*
 - a. Liaises, represents and participates in development and emergency related donor, industry, government and ADRA working group meetings as appropriate.
 - b. Establishes and maintains good working relations and communication with donors, clients, implementing partners and other key stakeholders, including ADRA staff.
 - c. Participates in agency, meetings, including relevant internal and/or external committees and working groups, as assigned

Performs other duties as required.

Educational Qualification:

Bachelor's Degree in Engineering, Business Management, or related field; or equivalent combination of formal education/training/certification, and experience in project management.

At least 1 year of experience in program management working with NGOs, the government, or corporate organizations.

Experience in project design and implementation.

Ability to lead and motivate a multi-disciplinary team.

Ability to solve complex problems and operate at advanced levels of leadership responsibility over technical projects, new business efforts, budgets and resources.

Demonstrated ability to create and maintain effective working relationships with local government personnel, donors, clients, NGOs and other partner institutions.

Demonstrated ability to conceptualize, perform and direct management assignments and write relevant documents.

Demonstrated ability to successfully perform work assignments in team and cross-cultural environments.

Strong communication and presentation skills.

Computer proficiency in Microsoft products or equivalent.

MUST be currently residing in Grand Bahama as the position is posted there.

This role is on a contractual basis only.

Training will be facilitated immediately upon hiring.

Persons not meeting the minimum requirements need not apply. Only those meeting our requirements will be contacted.

Telephone calls will not be accepted.

Letters of interest and résumé should be submitted to: Country Director, ADRA Bahamas – cd@adra.bs

