

JOB VACANCY

Technical Assistant (FT)

Blue Peace Middle East is looking for a Technical Assistant to work at its Coordination Office in Amman, Jordan. If you are passionate about promoting cooperation and peace through sustainable water management and have the skills and experience required to contribute to our mission, we encourage you to apply for this exciting opportunity.

Type of Contract: Fixed term (Annual)

Full-time

Local recruitment-Junior level

Expected start date: Immediately

Location: Amman, Jordan

About Blue Peace Middle East

Blue Peace Middle East is a non-governmental initiative dedicated to promoting cooperation and peace through sustainable water management in the Middle East.

Established in 2010, the Blue Peace ME initiative is committed to its mission of transforming water from a potential source of conflict into an instrument of cooperation and peace through dialogue, capacity building, and concrete actions.

This unique initiative is led by a regionally owned mechanism, which is comprised of members from Iraq, Jordan, Lebanon, and Türkiye, and, to a certain extent, Iran and Syria. The Blue Peace ME Regional Mechanism (RM) contributes to peace by stimulating political and technical dialogues about water and supporting concrete regional projects, know-how transfer, knowledge exchange, and capacity-building activities in its member countries.

The Coordination Office

The Blue Peace Middle East initiative's Coordination Office (CO) provides logistical, organizational, and communication support to help the Blue Peace Middle East RM achieve its objectives. The CO is responsible for the overall coordination of Blue Peace ME activities, smooth communication within the RM and with Blue Peace ME partners. Its duties include providing secretarial support to the Managing Committee (MC) and Policy Advisory Committee (PAC), coordinating thematic activities, managing subcontractors, and implementing a coherent outreach strategy for Blue Peace ME. The CO also provides technical and logistical support for Blue Peace ME events and liaises with support institutions on progress of thematic activities, financial matters, and administrative issues. Additionally, the CO organizes and hosts MC and PAC meetings and workshops, takes minutes, and provides technical and logistical support as needed. The CO is currently hosted at the offices of INWRDAM in Amman, Jordan.

About INWRDAM

The Inter-Islamic Network on Water Resources Development and Management (INWRDAM) is an autonomous intergovernmental think-tank based in Amman, Jordan. It was established in 1987 under the Ministerial Standing Committee on

Scientific and Technological Cooperation of the Organization of Islamic Cooperation.

With 21 member countries, the organisation focuses on promoting cooperation in water resources management through research, actions on ground, dialogue and policy development.

JOB DESCRIPTION

Major responsibilities

The Technical Assistant reports directly to the Technical Officer and collaborates closely with the Blue Peace Coordination Office team members to support the implementation of the initiative's technical programs. The role involves providing technical and operational assistance across various aspects of the Blue Peace ME initiative, with a particular focus on research, data analysis, monitoring and evaluation, and stakeholder engagement.

Key Areas of Responsibility

- Collaborate with technical and operational teams to ensure seamless execution of activities and alignment with initiative objectives
- Support implementation of technical programs and activities related to the WEFE Nexus
- Assist in organizing and actively participate in technical workshops, conferences, and events
- Facilitate collaboration with regional stakeholders under the guidance of the Technical Officer
- Assist in research and documentation efforts to provide data-driven insights
- Maintain comprehensive records of technical activities and project documentation
- Support data collection and analysis using evidence-based methodologies
- Track regional WEFE trends and contribute to analytical reports
- Support the development and implementation of M&E frameworks for initiative activities
- Collect and analyze data for program monitoring and impact assessment
- Assist in preparing regular monitoring reports and evaluations
- Track project indicators and maintain M&E databases
- Support the identification of lessons learned and best practices
- Contribute to the planning and implementation of youth initiatives
- Support community engagement activities and capacity building programs
- Assist in documenting and sharing success stories and best practices

REQUIREMENTS

Qualifications and Competencies

- Bachelor's degree in Environmental Science, Engineering, Water Resources Management, or related field
- Knowledge of monitoring and evaluation methodologies is an advantage
- Training or certification in project M&E is a plus
- Ability to work collaboratively in a multicultural team.
- Flexibility to adapt to changing priorities and deadlines.
- Strong analytical skills with a proficiency in data analysis software.
- Excellent organizational and time management skills.

Experience

- Maximum 2 years of relevant experience in a technical support role, preferably in an international or environmental organization.
- Experience in data collection, analysis, and reporting.
- Familiarity with technical aspects of the WEFE Nexus and ability to support technical capacity building initiatives.
- Familiarity with M&E tools and frameworks is preferred.
- Knowledge of and interest in water security, water diplomacy, and environmental issues in the Middle East is an advantage.
- Experience with database management and data visualization tools is an advantage.

Language Proficiency

- Excellent written and spoken English and Arabic mandatory (C2 level)
- Strong technical writing and reporting skills.

Other requirements

- The Technical Assistant is a full-time position, and works with the CO team at the offices of INWRDAM in Amman, Jordan, and must be available to work in the office five days a week.
- Available and willing to undertake regional travel when required and interact with regional stakeholders and partners.
- Ability to multi-task and work to tight deadlines.
- Ability to work in a fast-paced environment, manage multiple tasks and comply to tight deadlines.
- Creative thinker with attention to detail.
- Proficiency in Microsoft Office Suite.
- Familiarity with virtual meeting platforms (Zoom, MS Teams).

Qualities

- Transparency:
 - Able to build trust and contribute to informed and responsible decision making by carrying out the work of Blue Peace ME in a transparent manner;
 - Provide clear guidance to ensure that objectives and desired measurable results are understood by members of the team.
 - Maintain transparent documentation and reporting processes.
- Inclusiveness:
 - Understand and accept cultural diversity; able to provide a tolerant, positive and supportive working environment that fosters respect for diversity;
 - Demonstrate ability to work in a multicultural, gender-balanced environment and to maintain effective working relations with people of different nationalities and cultural backgrounds.
- Professionalism:
 - Promote the vision, mission, and values of Blue Peace ME.
 - Demonstrate highest standards of operational excellence.
 - Maintain strict confidentiality and professional integrity

APPLICATIONS

Applicants are requested to apply by sending their CV, a letter of motivation and 3 reference letters to the Blue Peace ME Coordination Office at recruitment@inwrdam.net, stating 'Your Name – Technical Assistant Application' in the subject line.

Applications will be accepted until Thursday 16 January, 2025 at midnight, Jordan time (UTC +3).

The first round of interviews will take place during the third week of January 2025.

Please note that only shortlisted applicants will be contacted.

We encourage applications from candidates of all backgrounds and are committed to creating an inclusive environment that reflects the diverse communities we serve.