



OXFORD HR  
SEARCH FOR A BETTER WORLD

# Technical Specialist/Sr Technical Specialist, Inclusive Economic Development

June 2024







# About the Near East Foundation (NEF)

**The Near East Foundation (NEF) is a non-profit international development organization headquartered in Syracuse, New York. NEF has supported livelihoods recovery and community-based economic development in the Middle East, Africa, and Caucasus since 1915.**

NEF draws on local teams, experience, and partnerships in these regions to create community-led solutions to improve livelihoods and local governance among conflict and crisis-affected groups, while maintaining neutrality and ensuring inclusiveness in its approach. Working through a network of country offices and local partners, NEF has operations in ten countries: Armenia, Jordan, Lebanon, Iraq, Mali, Morocco, Palestine, Sudan, South Sudan, and Syria. NEF programs are organized around three themes: Inclusive Economic Development, Climate-resilient Development, and Stabilization and Peacebuilding.

### **Inclusive Economic Development**

NEF is committed to supporting communities in conflict-affected and fragile areas through comprehensive assistance in fostering inclusive economic development. Their efforts are focused on empowering individuals to build sustainable livelihoods, promoting early recovery, cultivating self-reliance, and enhancing resilience among communities facing prolonged conflicts and recurrent crises. NEF's initiatives are designed to bolster community capacities for recovery and poverty alleviation by leveraging business and economic development, delivering employability training, and supporting inclusive value chain development.



# The Role

---

**Role:**

Technical Specialist/Sr Technical Specialist,  
Inclusive Economic Development

**Reports to:**

Vice President of Business Development

**Location:**

Washington, DC (Hybrid and must be legally  
authorized to live and work in the United  
States without company sponsorship now  
and in the future)

**Salary:**

\$78,750 - \$124,950 USD, plus benefits

**Travel:**

5% - 10%

**Relocation Assistance:**

Yes

# Job Summary

---

We are seeking a dynamic and experienced individual to join NEF's team as a Technical Specialist. This role is critical to NEF's goals for achieving sustainable growth. This position requires expertise in inclusive economic development, with a strong focus on inclusivity, innovation, impact,

value for money, innovative financing, and sustainability. The ideal candidate will have a proven track record of developing and implementing innovative solutions to promote economic growth while ensuring that marginalized communities are included and empowered.







# Key Responsibilities

---

## **Proposal Development:**

Lead the development of high-quality proposals, from conceptualization to drafting technical narratives, ensuring alignment with donor requirements. Coordinate inputs from HQ and country team members and stakeholders to ensure comprehensive proposals. Coordinate with Cost Specialist, MEAL, HR, and compliance teams to ensure alignment of technical and financial components in proposals. Contribute to the development of budgets, cost narratives, and financial projections for proposed projects.

## **Proposal Review and Alignment:**

Review proposal documents to ensure clarity, coherence, and alignment with donor requirements. Provide feedback and revisions as necessary to enhance proposal quality and competitiveness.

## **Representation and Networking:**

Represent NEF at meetings, conferences, and events to showcase expertise in inclusive economic development. Engage with potential partners and donors to strengthen partnerships and attract support for NEF's initiatives.

## **Research & Analysis for Business & Program Development:**

Work with the program and MEAL teams to prioritize, devise, and conduct strategic research and analysis to identify key opportunities and challenges in promoting economic inclusivity in conflict-affected and fragile areas and contribute to business and program development. Utilize insights to inform program design and business development.

## **Program Design and Technical Advisory:**

Work with program, MEAL, and other relevant teams to prioritize, conceptualize, and develop inclusive economic development programs and projects tailored to conflict-affected and fragile areas. Provide technical advisory to project teams when needed to ensure the effective incorporation of programmatic best practices into project activities, program strategies, and learning agenda.

## **Knowledge Integration:**

Stay informed about emerging trends and innovations in economic development, particularly related to inclusivity in conflict-affected and fragile contexts. Integrate relevant insights into NEF's program strategies and knowledge products to inform program and business development and contribute to program growth. Co-lead with MEAL and program teams on deep-dive processes at project and program levels. Contribute to the development of learning agendas and the prioritization, conceptualization, and development of knowledge and business development products such as technical innovations, technical briefs and fact sheets, technical capacity statements, and technical presentations. Contribute as technical lead writer on strategically important products.

## **Crosscutting:**

Uphold NEF's core values of localization, respect, inclusion, and integrity by helping to build an environment of accountability and learning, keeping work commitments and respecting colleagues' time, listening to diverse colleagues, and participating in regular feedback and performance reviews. Other duties as assigned.



# Candidate Profile and Qualifications

---

## Qualifications:

- Bachelor's or master's degree in economics, international development, public policy, or a related field.
- Minimum of 5 years of experience working in the field of economic development, with a focus on inclusive growth and poverty reduction
- Strong understanding of economic theory and proven ability to apply it to practical development challenges.
- Experience designing and implementing economic development projects in diverse cultural and socio-economic contexts.
- Excellent analytical and problem-solving skills, with the ability to think critically and develop innovative solutions.
- Minimum of 2 years of experience in writing clear, concise, and compelling proposals for funding from a variety of donors, especially USAID, EU, or FCDO, including bilateral and multilateral agencies, foundations, and private sector partners.
- Strong interpersonal and communication skills, with the ability to build relationships and collaborate effectively with diverse stakeholders.
- Fluency in English required, proficiency in additional languages preferred.

- Willingness to travel domestically and internationally as needed.
- Proficiency in Salesforce, Microsoft Word and Teams, familiarity with Excel.

## Required Qualification:

- Candidates must be legally authorized to live and work in the United States without company sponsorship now and in the future.

## Desired Skills:

- Experience using participatory approaches to design programs and develop proposals, including applying principles of co-creation.
- Experience engaging relevant communities of practice.
- Experience engaging and coordinating with international colleagues and programs.
- Knowledge and understanding of themes and cross-cutting requirements in international development, such as gender mainstreaming, market-based approaches, locally-led programming, resilience, innovative finance, technology and innovation.
- Proficiency in French and/or Arabic is a plus.







# How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the "Apply" button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process. The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-062024-NEF or Pat-Jones-CoverLetter-062024-NEF.

## Timeline

Closing Date:  
4th August 2024

First Stage Interviews:  
Week starting 12th August 2024

Final Interviews:  
TBC

## Selection Process

All candidates will receive an update regarding their application after the closing

date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

## Equality Statement:

The Near East Foundation promotes Equal Employment Opportunities for all applicants seeking employment and NEF employees. We encourage all individuals who believe they have the skills necessary to succeed within this position and thrive at NEF to apply for this role, even if you do not meet 100% of the qualifications. Women candidates are strongly encouraged to apply.

## Pre-employment Checks

Any Employment with the Near East Foundation will be subject to the following checks prior to start date:

- A satisfactory Restricted Party Screening.
- Receipt of satisfactory references.
- Workplace Verification Check.

## Benefits

NEF offers a comprehensive benefits package which includes: 20 vacation days plus 12 Company Holidays; flexible sick-time policy, generous medical, dental and, vision coverage; HRA and FSA benefits; employer paid short and long-term disability; employer paid life insurance; TIAA-CREF retirement plan with

8% employer contribution, paid family leave, Employee Assistance Program (EAP), and more!

## NEF's Strength Is Its People

Our team is our fuel to achieving the innovation, quality programming, community focus, mutual trust, sustainability, and learning needed to realize our mission. To help our team thrive, we support a working structure that prioritizes flexibility, personal commitments, and staff well-being while promoting a work culture of teamwork, collaboration, respect, integrity, and excellence.

## As an international organization, we value a truly diverse workforce and prioritize a culture of inclusivity and belonging.

We strive to create a high-achieving work environment informed by different cultures, perspectives, and experiences. With a commitment to diversity, equality, equity, and inclusion in all we do, our aim is to ensure that people feel heard, protected, and empowered to contribute to NEF's mission from day one.

## Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at [mgrigore@oxfordhr.com](mailto:mgrigore@oxfordhr.com) in the first instance.



# About Oxford HR

---

Oxford HR operates globally - mainly within the international development and charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organizational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector, and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our client.





## Oxford

46 Woodstock Road  
Oxford  
OX2 6HT

United Kingdom

+44 (0) 1865 985 457

## Amsterdam

Korte Schimmelstraat 12  
1053 SZ  
Amsterdam

The Netherlands

+31 (0) 683 334 473

## Nairobi

Indigo Cowork Space  
Off General Mathenge Road  
Westlands  
Nairobi

Kenya

+254 (0) 715 163 631

## Singapore

6 Battery Road  
#06-16  
049909

Singapore

+65 (0) 9114 1439

## Washington

1250 Connecticut  
Avenue NW  
Suite 700  
Washington, DC  
20036

United States of America