



OXFORD HR
SEARCH FOR A BETTER WORLD

Technical Specialist/Sr Technical Specialist, Climate Resilient 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.

Climate Resilient Development

NEF works in partnership with frontline communities to support them to become more resilient through inclusive, locally driven adaption, improved resource governance and nature-based solutions, investments in community assets and resilient livelihoods, and support for inclusive and innovative green economies. We work with entrepreneurs, smallholder farmers, pastoralists, forest users, and fisher communities to support inclusive approaches that reflect local conditions and priorities, value local knowledge and adaptive strategies, and build local capacities—strengthening food security and livelihoods, readiness to cope with climate extremes, and governance. Current Climate Resilient Development efforts are concentrated across four interconnected program areas: Resilient Food Systems, nature based and innovative solutions, inclusive green economies, and locally led adaptation and climate finance.

The Role

Role:

Technical Specialist/Sr Technical Specialist,
Climate Resilient 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 skilled and motivated individual to join NEF's team as a Technical Advisor with a focus on Climate Resilient Development. This position requires expertise in climate change adaptation and resilience strategies, with a focus on integrating climate considerations into

development projects and programs and on climate financing. The ideal candidate will have a proven track record of designing and implementing innovative solutions to address climate-related challenges, as well as experience in writing successful proposals to secure funding for such initiatives.





Key Responsibilities

Proposal Development:

Lead the conceptualization and development of high-quality proposals for climate resilient development programming. Conceptualize project ideas in partnership with relevant country and HQ colleagues, contribute as lead technical writer, and coordinate technical inputs from NEF HQ, country team members, partners, and any technical experts. 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 the organization at meetings, conferences, and other events to showcase NEF's expertise in climate resilient development. Identify and engage potential partners and donors to support NEF's climate resilient development efforts.

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 relation to climate risks and vulnerabilities in target communities or regions and to develop strategies to mitigate identified risks and enhance community resilience to climate change impacts. 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 climate resilient development technical innovations and initiatives. Provide technical advisory to project teams when needed to ensure the effective incorporation of climate resilient best practices into project activities, program strategies, and learning agenda.

Knowledge Integration:

Stay updated on the latest trends, research, tools, and methodologies related to climate resilient development. 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 or reviewer 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 a relevant field such as climate policy, environment and sustainability, climate finance, agriculture, natural resource management, or a related discipline.
- At least 5 years of professional experience in climate-resilient development, sustainable agriculture, or a related field, with a track record of successful proposal development.
- 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 business development experience with technical expertise in climate-resilient agriculture, sustainable resource management, and climate-smart agricultural technologies.
- Demonstrated experience in capacity building, training, and knowledge-sharing activities.
- Demonstrated leadership capabilities, with the capacity to work autonomously and within teams seamlessly.
- 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:
11th August 2024

First Stage Interviews:
Week starting 26th 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 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