



Project Coordinator

(Open for Arabic or English-Speaking applicants)

A leading NGO is looking to hire a “Project Coordinator” Full Time Position. If you are the right candidate apply with us.

The hiring process:



Tasks & Responsibilities

1. Contribute to continuously review and develop project documents including the workplan, M&E framework, Risk Matrix, etc.
2. Leading the project's activities according to the work plans and M&E framework.
3. Leading project's progress reporting in coordination with MEAL specialist donors and the organization's management.
4. Lead the reporting process to donors and stakeholders.
5. Represent the project in the communication with different beneficiaries and stakeholders.
6. Track project costs in coordination with the financial team and according to the workplan and activities progress. Also, assess the financial team in the procurement of services as required by the project's activities.
7. Contribute to the development of policy briefs and documents under the project.
8. Contribute to identify best practices, lessons learned during the project implementation.
9. Contribute to proposal writing and other fundraising activities.

Qualifications

1. Minimum bachelor's degree. Master's degree will be an added value.
2. At least 3-4 years minimum relevant work experience.
3. At least 2 years Management experience.
4. Excellent analytical and communication skills.
5. Fluent in English. If Arabic is not your native language, you should have a basic understanding.
6. Strong leadership skills.
7. Ability to cope in a fast-paced environment and work under pressure.

Send us your CV today to (jobsproject2022@gmail.com)

Full Time Position