

Job Description of Projects Coordinator

Duty station:	The Jerusalem Princess Basma Centre, based in Jerusalem
Duration:	12 months (renewable)
Probation period:	3 months
Line manager:	TBC
Dated:	14 August 2018

Main objective:

To promote and support The Jerusalem Princess Basma Centre and its partner organizations in creating better lives for children with disabilities, in cooperation with different stakeholders including local authorities, institutions, partners, donors private sector, and international organizations.

To contribute to the management of the organisation's existing and future funded projects. This should be done in accordance with the mission of the organisation and according to the guidelines and plans set by the organisation.

The Projects Coordinator also has the following areas of responsibility:

General

Project coordination:

- Maintaining and monitoring project plans, project schedules and providing support to JPBC staff throughout the project cycle
- Determining and communicating project changes, ensuring project deadlines are met and providing administrative support as needed.
- Undertaking project tasks as required and developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.

Outreach with community partners and beneficiaries:

- Preparing necessary presentation materials for meetings.
- Organizing, attending and participating in stakeholder meetings, as well as hosting focus group discussions with beneficiaries.
- Documenting and following up on important actions and decisions from meetings.
- Actively work with partner organizations and beneficiaries in collecting the necessary data and information essential for the drafting and finalization of reports to donors according to donor reporting requirements.

Contributing to activities and initiatives at JPBC

- Contribute to the project management calendar for fulfilling each goal and objective.
- Contribute to the development of an annual work plan with realistic and achievable long-term goals and short-term objectives as well as contributing to the Annual Report according to the guidelines provided by the organisation.
- Contribute to the follow up and reporting on objectives that are achieved, and on deviations from the Work Plan and budget.
- Contribute to drafting and finalization of funding proposals for donors.

- Directly support the reporting process to donors through the drafting and finalization of reports and in providing visibility materials required by donors.
- Support the Programs officer in identifying funding needs for the partner organizations.
- Contribute to the experience-sharing by reporting and feedback, innovating initiatives and by networking with other colleagues from the organization and partners.
- Contribute towards the development of project documents such as project memos, ToR's, plans, contracts and agreements. Make sure the documents are kept according to the approved formats and according to the organisation's standard filing and archiving systems.
- Carry out additional tasks upon decision by line manager within the limits of the character of the post.

Qualifications:

- At least 3 years experience in project cycle management and budget control.
- At least bachelor degree in social work, education, human rights or development studies.
- Ability to manage data collection through multiple forms including: surveys, focus group discussions, and interviews with beneficiaries and stakeholders. Work experience and training on children's rights and rights of people with disabilities.
- Ability to work on tight deadlines, be competent in using Microsoft Office applications such as Word and Excel, use google drive and have exceptional verbal, written, and presentation skills.
- Experience with statistical analysis software such as SPSS, would be considered a plus.
- Capacity to combine field and office work.
- Exceptional English and Arabic reporting and presentation skills. Other languages are an asset.
- Ability to work in a team, both as leader and participant. Ability to work under pressure.
- Ability to manage different and multiple tasks and to deliver in a short period of time.
- Excellent interpersonal skills and ability to work in a multicultural environment.