Job Opportunity - Project Assistant

- Location: Amman.
- Deadline for applications: 19 May 2019

About Us
Rasheed (Transparency International - Jordan) is a non-profit company working to strengthen the pillars of good governance that are based on integrity, transparency, accountability, and rule of law in Jordanian institutions. Rasheed (TI – JO) is the national chapter of Transparency International in Jordan. Rasheed (TI – JO) aims to reinforce the involvement of Jordanian citizens in anti-corruption activities, protect public, private and local governance institutions against corruption, enhance the efficiency and independence of control agencies specialized in the area of anti-corruption, and strengthen the integrity of the legislative and judicial authorities.

Primary Responsibilities:
Programming:
- Work collaboratively with the project Coordinator and team to maximize productivity
- Track and directly report project status updates to Project Coordinator
- Help problem solve issues and suggest ways to improve the project
- Organize, file, and maintain all current project documents
- Help create, manage, and maintain project budget
- Help create and adhere to project timeline and calendar Schedule meetings, phone calls, site visits etc
- Maintain positive vendor and client relationships

Coordination and Follow Up:
- Assist the Project Coordinator in the overall implementation of the project;
- Assist the Project Coordinator in overseeing the activities of the consultants and field coordinators;
- Assist the Project Coordinator in coordinating the implementation of the project with the other partner agencies and CSOs;
- Assist the Project Coordinator in convening and reporting periodically on the status of the project to the donor;
- Assist the Project Coordinator in monitoring the progress of the project;
- Assist the Project Coordinator in the preparation of the M&E system for project implementation and impact/benefit assessment;
• Assist the Project Coordinator in the preparation of the project completion report;

**Minimum Qualifications:**

**Academic and Professional Qualifications**

- A Bachelor Degree in Law, Economics, Business Administration, or other related discipline,
- At least 1+ years relevant experience in Project coordination assistance work or related fields.
- Excellent command of written and spoken English and Arabic
- Excellent experience in Microsoft office,

**Competencies**

1. Demonstrated Project Coordination skills;
2. Demonstrated organizational skills;
3. Analytical and statistical skills;
4. Integrity, professionalism and ability to work under pressure

**Additional Information:**

*Contract Period: Until December 31, 2019, extension subject to funding and performance.*

*To Apply:*

Interested candidate shall send their resume with a cover letter in English to the following Email: Info@rasheedti.org with “**Project Assistant**” noted in the subject box.

Rasheed for Integrity and Transparency provides equal opportunity as well as fair and equitable treatment in employment to all people without regard to race, color, religion, sex, origin, age, disability, political affiliation, marital status.