Position Title: Project Coordinator  
Reports To: Executive Director

Rasheed for Integrity and Transparency is the Jordanian Chapter of Transparency International founded in 2013. Rasheed’s vision is to achieve a country anchored with a solid National Integrity System. Our mission is to strengthen the pillars of good governance that are based on integrity and no impunity, reinforces by a social culture that is intolerant of corruption, through advocacy and social awareness in the legislative, judicial and executive sectors.

- Location: Amman
- Deadline for applications: 10 June 2019

Primary Responsibilities:

- Draft plans and follow-up plans of project activities according to the terms of reference stated in the agreements, project proposal and budgets signed with the donor.
- Search for creative and new ideas to be implanted in the project.
- Search for new grants opportunities.
- Develop project ideas and write project proposals.
- Create a brand for the programs and produce posters, catalogues, brochures and any additional requirements.
- Serve as the contact person for all the project suppliers, prepare suppliers contracts, and supervise service delivery in a professional manner.
- Prepare periodic reporting to the donor.
- Prepare post-event report (including analysis of the final evaluation and pre/post evaluations and trainer evaluation).
- Attend meetings and planning sessions for project implementation and write up relevant minutes of meeting.
- Archive all project related documents (soft & hard copies).
- Communicate with all local, regional and international partners for project implementation.
- Update the team with the progress of the project.
- Review technical reports and make sure it reflects the Terms of Reference of the project.
- Coordinate with the Monitoring and Evaluation Officer.
Coordination and Follow Up:

- Coordinate all logistics related to programs, including: hotel and travel reservations for local and international participants, preparation and set up of facilities and all needed equipment
- Contact suitable consultant for the activities and conduct a meeting with them to brief them on the project objectives and agrees on a date to conduct the activity
- Manage events registration, follow up, and communication with participants
- Establish network with participants attending different events

Qualifications:
Academic and Professional Qualifications

- A Bachelor Degree in Law, Economics, Business Administration, or other related discipline
- At least 3 years relevant experience in project coordination in a NGO
- Excellent command of written and spoken English and Arabic
- Very good command of Microsoft office

Competencies

- Project management skills
- Organizational skills
- Analytical and statistical skills
- Communication and problem solving skills
- 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 Coordinator” 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.