

Position Title: Projects Coordinator.

Contract: Full-time.

Reports To: Project Manager.

Rasheed (Transparency International-Jordan) was established at the end of 2013, as a non-for-profit civil society organization, through a group of activists working in the field of anti-corruption. Rasheed (Transparency International-Jordan) commenced work in Amman at the beginning of April 2014, and it represents the only official contact group of Transparency International in Jordan.

Rasheed (Transparency International-Jordan) aims to reinforce the involvement of the Jordanian citizen 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, strengthen the integrity of the legislative and judicial authorities, and reinforce the performance of Rasheed (Transparency International-Jordan) towards achieving its mission and vision.

- Location: Amman

Primary Responsibilities:

- Actively contributes to the planning and updating of the project concepts and activities
- Creates and maintains projects' database and project action plan, follows up and updates relevant data to produce accurate information and maintains and reports up-to-date information on projects as required;
- Participates actively in proposal writing
- Conduct regular field visits to the targeted areas to monitor and ensure the implementation of project activities.
- Monitors financial expenditure of projects, assists in developing alternative financial plans
- Collects data and information on the progress of project implementation for use in the monthly monitoring report;
- Ensures that all project activities and relevant documents are documented/archived according to donor requirements;
- Documents and follows up on relevant stakeholder meetings, internal portfolio meetings, as well as team meetings/carrying out specific tasks which are required for planning and implementation of planned activities
- Supports the organization of and logistics for the activities of the project. Arranges appointments with local stakeholders and experts in the field (these task include presentations, briefing papers and related materials).
- prepares terms of reference for service providers and consultants and follow up on the deliverables
- assist the technical implementation of the project in alignment with the financial agreement

Coordination and Follow Up:

- Coordinates and follows up on project implementation with concerned support departments; reports any delays or problems hindering the implementation of the project.
- provides professional coordination with the implementing partners and liaises with important governmental, institutional and local stakeholders, including the civil society, the donors and the private sector
- communicates and liaises regularly with all relevant stakeholders, and contributes to establishing good relations with them;
- monitors and coordinates with consultants and short-term experts assigned to the project
- Maintains close communication and proactive coordination with donors to follow up on the establishment of project schedule, ensuring conformity with the Program's plans and priorities;
- Coordinates the implementation of technical and soft skills training sessions

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 preferably in an NGO
- Excellent command of written and spoken English and Arabic
- Exceptional verbal, written, and presentation skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.

Competencies

- Project management skills
- Organizational skills
- Analytical and statistical skills
- Communication and problem solving skills
- Integrity, professionalism and ability to work under pressure
- Ability to work effectively both independently and as part of a team.
- Knowledge of file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.

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 (Transparency International - Jordan) 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.