

Job title: Assistant Project Coordinator

Contract: Full-time

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 public service. "Rasheed" commenced work in Amman at the beginning of April 2014, and it represents the only official contact group of Transparency International in Jordan. "Rasheed" 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 anti-corruption field, strengthen the integrity of the legislative and judicial authorities, working towards a cohesive Jordan with a national integrity system.

- Location: Amman
- Last date for submitting applications: 12 Nov 2022

#### **Main responsibilities:**

- Cooperate with the project coordinator and the work team of "Rasheed" to boost productivity.
- Track the project's status updates and report them directly to the project coordinator.
- Help solve problems and suggest ways to improve the mechanisms of implementing the project's activities.
- Organize and save all project documents.
- Assist in managing and controlling the project's budget.
- Assist in preparing the project's timeframe as well as in scheduling meetings, phone calls and visits to the sites where activities will be implemented...etc.
- Maintain positive relationships with service providers and partners.

#### **Description of required tasks:**

- Assist the project coordinator to develop work plans for the project.
- Assist the project coordinator to make all the necessary coordination efforts with different entities to ensure the project's activities are being implemented according to the work plans.
- Assist the project coordinator to complete all processes of follow-up and evaluation for the project's activities as well as supervising various activities.

- Be present in the locations designated to implement the project's activities and prepare visit reports to be submitted to the project coordinator.
- Provide all the required information to facilitate preparing the project's required reports.
- Support the project coordinator in archiving the project's administrative and financial files and outcomes in compliance with the followed archiving systems.
- Implement any other tasks the project coordinator might request.

#### **Qualifications and skills:**

- At least two years of experience in the field of assist in coordinating projects project coordination and working in civil society institutions. Experience in coordinating projects directed at youth is a plus.
- Excellent command of the English language (speaking, writing and reading).
- Good knowledge of the Arabic language with ability to write in simple, clear and sound language.
- High ability to use computer programs and applications, and modern media tools.
- Well-off knowledge in the field of monitoring project budgets and the best practices to manage the project's financial and administrative resources.
- High efficiency in coordination, networking, communication and establishing relationships with partners.
- Ability to work under pressure as well as speedy delivery with high accuracy and quality.
- Ability to work as part of a team.

#### **To apply:**

Send your CV to [info@rasheedti.org](mailto:info@rasheedti.org) under the subject "Project Assistant".

*Rasheed for Integrity and Transparency (Transparency International - Jordan) provides equal and fair employment opportunities for all people regardless of race, color, religion, gender, origin, age, political affiliation or marital status.*