

Position title: Project Assistant

Contract: Full-time

Reports to: Project Coordinator

Location: Amman

Deadline for applications: 17 February, 2024

Rasheed (Transparency International-Jordan) was established at the end of 2013, as a not-for-profit civil society organization, through a group of activists working in the field of 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 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 anti-corruption field, strengthen the integrity of the legislative and judicial authorities, working towards a cohesive Jordan with a national integrity system.

Main responsibilities and tasks:

- Prepare and organize project documentation, reports, and presentations;
- Maintain project files and ensure they are up-to-date and well-organized;
- Schedule meetings, appointments, and project-related events;
- Manage communication, including emails, phone calls, and correspondence on behalf of the project coordinator or team;
- Collect, compile, and analyze data relevant to the project;
- Maintain project-related databases and spreadsheets;
- Ensure data accuracy and integrity;
- Assist in coordinating project activities and tasks;
- Monitor project timelines and deadlines;
- Communicate with team members and stakeholders to gather updates and progress reports;
- Prepare and distribute meeting agendas, minutes, and action items;
- Generate regular status reports and progress updates;
- Document project changes and updates;
- Administer contracts with service providers, consultants, trainers and experts;
- Gather information and data to support decision-making;
- Assist in tracking project expenses and budget;
- Assist in identifying potential project risks and issues;
- Assist in developing risk mitigation strategies;
- Liaise with internal and external stakeholders;
- Facilitate communication between team members;
- Maintain documentation of communication logs;
- Provide support to the trainings and meetings being responsible for arrangements, booking venue, meeting facilities and accommodation, catering, and participant lists;
- Is responsible for training logistics; training rooms, audio-visual equipment, name tags, logistics for arrivals and departures;

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- Be in the locations designated to implement the project's activities and prepare visit reports to the project coordinator;
- Coordinate with the relevant person to ensure resource availability;
- Support quality control processes to ensure project deliverables meet standards;
- Participate in the project evaluation process and reviews;
- Help identify and resolve project-related issues;
- Propose solutions and improvements;
- Build and maintain positive relationships with project stakeholders;
- Address stakeholder inquiries and concerns;
- Be flexible and adaptable to changing project requirements and priorities;
- Perform any other duties as required by the project coordinator.

Qualifications and skills:

- At least two years of experience in the field of assisting in coordinating projects preferably in an NGO;
- Excellent command of written and spoken English and Arabic;
- Excellent skills with Microsoft Word Office, Excel, PowerPoint, Outlook, etc.;
- Ability to pay attention to detail;
- Good communication skills;
- Ability to solve problems;
- Ability to manage time effectively;
- Reliable, trustworthy, and committed to the team's success;
- Outstanding organizational skills and ability to prioritize tasks;
- Able to thrive in a deadline-driven work environment;
- 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;

To apply:

Interested candidate shall send their resume with a cover letter in English to the following email: careers@rasheedti.org with "Project Assistant" 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.