

TERMS OF REFERENCE

Project Coordinator

Position Description

Under the overall responsibility and direct supervision of the Vision Hope International Country Representative, the Project Coordinator will provide technical guidance to ensure the achievement of project objectives and efficient delivery of project outputs. The Project Coordinator will help monitor the project activities, lead networking activities on the national level, and support staff development.

Duties and Responsibilities

Monitoring and Reporting

- Support the streamlining of the M&E system and development of an M&E database for all indicator-relevant data for the project.
- Handle Data in an Excel sheet, collect, organize, sort, and obtain outcomes. Knowledge of Microsoft Power BI and data visualization is a plus.
- Oversee the M&E system and database, including routine checks and troubleshooting as necessary; coordinate with partner staff to ensure proper M&E procedures are followed and all data is recorded timely and correctly.
- Liaise with and support the external M&E specialist on the end-line survey and capacity building on M&E for the partner NGOs.
- Guarantee timely submission of all deliverables and reports submitted to VHI and partners and liaise with program staff to ensure the quality of deliverables and reports.

Financial Logistics

- Use the Winpaccs software to manage all accounting.
 - Oversee the accounting of the partner organizations, ensuring quality, accuracy, and timely submission.
 - Handle all office and project-related procurement for the Country Office in line with VHI procurement policies.
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Staff Development and Technical Support

- Coordinate with VHI and PC/PM to support all partner's training and capacity-building exercises in relation to VHI policies or procedures.
- Ensure all staff are trained on the Microsoft Teams server with an appropriate level of technological knowledge; oversee the server maintenance and upkeep.
- Provide additional technical support and oversight for project staff as needed.

Networking

- Organize meetings and help represent VHI in networking situations, sector-wide events, and coordination and cluster meetings in Amman.
- Liaise with the relevant Jordanian ministries to ensure streamlined coordination in relation to VHI and its projects.

Benefits

- 6 working hours per day.
- Flexible policies regarding working from home.
- Health insurance along with social security.
- Learning environment which enables growth within a small team.

Requirements

- A bachelor's degree in administration, management, or a related field. Candidates with 0-3 years of experience in non-profit organizations are preferred, but we welcome individuals with no prior experience who are eager to learn.
- English language proficiency, and technical writing skills.
- Good Communication and organization skills.
- Proficiency in Microsoft Office tools specially in Excel.
- Not required, but it is a plus: Power BI knowledge, and data visualization tools.
- Ability to organize and sort data and obtain outcomes out of raw data.

Application Process

Interested candidates should submit their CV along with a cover letter and indicate their available start date. Applications must be sent via email to recruitment-jordan@vision-hope.net with the subject line "Project Coordinator – Jordan" by no later than Sunday, May 12, 2024. The application review process will be conducted on a rolling basis, so early submissions are encouraged.