



The Welfare Association, a leading organization supporting Palestinian development and relief efforts, is seeking experienced, a highly skilled professional for immediate recruitment in Lebanon Office. Available job vacancy for Projects Coordinator.

Applicants should send their CV and a cover letter that includes expression of interest by email to [recruitment@jwelfare.org](mailto:recruitment@jwelfare.org) no later than **Nov. 19 th, 2014** and include the job name above in your email subject and cover letter. We are looking for an immediate hire.

*Welfare Association is an equal opportunity employer. Women are encouraged to apply.*

### **Job Description**

**Department :** Lebanon Branch

**Job Title:** Projects Coordinator

**Location:** Lebanon

**Reports To:** Programs Manager

**Purpose of Position:** Assist in management of Lebanon programs and projects

### **Responsibilities & Duties.**

**In accordance with established WA policies & regulations:**

#### **Program Inception and Development**

1. Participate in preparing detailed action plan of Lebanon Branch projects
2. Participate in preparing strategies & policies
3. Establish relations and network with partners and beneficiaries.

#### **Management responsibilities**

1. Coordinate with the Programs Manager to ensure meeting the objectives of the program.
2. Lead the budget plans preparation and control expenditures.
3. Supervise and facilitate the implementation of needed logistics for visits, travel, etc... .
4. Maintain excellent relations with stakeholders internally and with partners and beneficiaries.
5. Support fundraising efforts.

#### **Technical Responsibilities**

1. Prepare Request For Applications (RFAs) in coordination with the Programs Manager
2. Assist in screening applications
3. Provide recommendations on grantees and draft relevant reports.
4. Prepare grant implementation agreements (GIAs) and negotiate relevant action plans with the beneficiaries.
5. Supervise program and projects implementation through:
  - Maintaining regular contact with beneficiary organizations and conduct regular field visits to program sites in Lebanon.
  - Soliciting and reviewing technical and financial reports from beneficiaries and following up on issues needing further clarifications or additional supporting documents.
  - Monitoring the implementation process to ensure the achievement of program / project deliverables in terms of both time and quality.
  - Ensuring proper program and project closure including the design and implementation of internal and external program evaluations.
6. Participate in conducting periodic formative and summative evaluations of projects/programs .
7. Write up of success stories and uploading them on Welfare's website
8. Participate in preparing and submitting periodic reports on Lebanon Branch projects and contribute to WA publications of relevance
9. Assist in organizing needed workshops, seminars and conferences
10. Creation of crowd funding and social media campaigns

**Managerial and Professional Qualifications:**

- Bachelor's Degree in social science, management or related field (will consider suitable fresh graduates)
- Preferably some experience in related field
- Strong project management skills and experience (planning, budgeting, monitoring, evaluation, and time management)
- Excellent command of languages (Arabic and English, spoken and written)
- Good communication skills
- Good leadership skills i.e., team leader, team player, decision maker, and conflict resolution.
- Excellent computer skills (MS-Office, MS-Project, and Internet Applications).

**Date: 19/11/2014**