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| **Position** | Project Coordinator | **Starting Date** | 20/1/2023 |
| **Reference of the offer** | 112012023 | **Publication Date** | 14/1/2023 |
| **Location** | Sabha | **Type of contract** | part-time |
| **Duration** | 8 Months |

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| **About SDD** |
| Sebha Debate & Dialogue Organisation (SDD) is a non-governmental organisation concerned with disseminating the culture of dialogue, developing youth managers, and promoting social coherence.  The organisation was established in the year 2013, and started its operations in the year 2014. |

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| **Context of the position and key challenges** |
| UNDP funded project: **Promoting Peace through Art**: This project aims at enhancing the capacity building of interested CSOs in developing social cohesion and Art-based Peacebuilding approach activities in 3 main areas: literature music and handcraft.  Chain of Command:  Line Manager: Project Manager  Technical Guidance: Grants Supervisor  .  Working Relations:  Field Coordinator  Grants Supervisor  Grants Officer(s) and Grants Assistant(s)  Project Consultants  Deputy Area Coordinator  Logistics Officer  Liaison Officer  Finance Officer  HR/Admin Officer |

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| **Key roles and responsibilities** |
| **Project Implementation:**   * The Project Coordinator shall plan and execute work-packages handed over by the PM in a timely and responsible manner using basic project management principles. * Take an active role in the support of the PM while planning the future steps &amp; activities of the project * Critical review of the project activities with the local knowledge and CSO feedback * Active planning of project activities with the support other departments in Sebha. * Regularly update the CSOs projects Follow-up tool. * Conduct bi-weekly project review meeting with sub-granted CSOs. * Regular coordination with Project’s Consultants. * He/she shall execute the work in the timeframe given &amp; within the agreed budget, while updating the Project * Manage timely on any issues or risks being faced during the implementation. * Provide regular trainings to other SDD staff.   **Sub-grant Management and Documentation:**   * Active monitoring of sub grants through regular coordination with CSOs and field visits * Support the Grant Officers in preparation of proposals and collection of documents required for reporting and closure. * Support in drafting narrative and contribute to the development for financial reports through regular budgetary follow-ups. * Communicate systematically with the Grants Supervisor and Officers on progress and CSO’s documentation and compliance. * Manage all incoming and outgoing documentation of all sub-granted CSOs. * Ensure the quality of grants management activities. * Maintain high standards of information management and filing. * Translate all necessary documentation from Arabic to English and vice versa. * Draft lessons learned and best practices identified from the CSOs sub-granting process.   **Reporting and communication:**   * The Project Coordinator will report on a weekly basis the progress, issues and risks to the Project Manager * Weekly updates of the base staff on project progress and plans through active participation in weekly base   meetings   * Open and respectful communication to all SDD staff and other stakeholders.   **Others:**   * Any other tasks handed over by the direct line manager. * Respecting humanitarian principles especially neutrality and impartiality * Support of other departments or projects when requested, even if not part of the ToR. |

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| **Required qualifications and technical expertise** |
| * Education: Bachelor’s in finance, management, and/or local development field * At least 1 years of field experience in project management or other technical fields * Familiarity with the aid system, and ability to understand donor and governmental requirement * Excellent communication and writing skills in both Arabic and English. * Able to coordinate and manage staff and project activities. * Proven ability to work creatively and independently both in the field and in the office. * Being a strong team player and adept at creating a strong team spirit. * Ability to organize and plan effectively. * Ability to work with culturally diverse groups of people. * Ability to travel and work in difficult conditions and under pressure. * Highly proficient in written and spoken English and Arabic. * Proficient knowledge of Microsoft office (Word, Excel, PowerPoint…)   All staff are expected to support the well-being and safety at all times while performing their  regular duties. All Civil Society staff are bound by the Global Code of Conduct. |

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| **Conditions** |
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