



Improving lives

TERMS OF REFERENCE Senior Project Coordinator

Location: Fair Trade Lebanon- Hazmieh

Type of Contract: CDD

Languages Required: Excellent writing skills in English and French

Starting Date: 1/4/2023

End Date: 31/12/2023

Salary: Euros 125/session (162 sessions)

Department: Projects

Reporting to: Projects Director

Project: GIZ Sufa

PROJECT SUMMARY:

The SUFA project aims to improve the daily calories intake of 70,000 kids and adults (school children's parents, teachers and school staff) through the daily provision of healthy breakfasts/lunches, support local producers (at least 10 MSMEs and/or cooperatives) and increase 100 school staff', children and children's parents' awareness and capacities on food and healthy habits related topics through the creation of e-learning capsules targeting kids in public schools, their parents and staff.

ROLE AND RESPONSIBILITIES

- Oversee and guide the Field Coordinator in establishing effective communication with schools, ensuring alignment with project objectives.
- Review and supervise the documentation processes carried out by the Field Coordinator, ensuring compliance and quality of documentation.
- Provide guidance and support to the Field Coordinator in structuring and optimizing the activities schedule, ensuring alignment with the project's overall goals.
- Collaborate with the Field Coordinator to streamline and facilitate the procurement process, ensuring efficient delivery of goods while aligning with project timelines.
- Develop overarching plans and strategies, collaborating with the Field Coordinator to ensure effective execution and make necessary adjustments based on their insights and recommendations.

Qualifications:

- Bachelor degree in Business Management
- Minimum of 5 years of relevant work experience in project management
- Strong documentation, research and report writing skills
- Analyze and compile technical and statistical information to prepare reports and correspondence
- Team management skills

- Collaborative team player
- Willing to travel to multiple field sites within Lebanon
- Drives results

Skills:

- Willingness to commit to the Fair Trade standards
- Good communication and interpersonal skills
- Strong organizational skills
- Good cultural awareness and sensitivity
- Strong communication skills
- Time management
- Engaged in developing self and others
- A high degree of self-motivation
- Good knowledge of English and Arabic, French is plus

Approved By:	Philippe Adaime	Date:	
Name and Signature:		Date:	