



*Improving lives*

## TERMS OF REFERENCE

### Project Coordinator

**Location:** Fair Trade Lebanon- Hazmieh  
**Type of Contract:** Consultancy  
**Languages Required:** Arabic and English, French is a plus  
**Starting Date:** 1 November 2024  
**Ending Date:** 31 May 2025  
**Project:** UFM Green & Fair  
**Salary Range:**  
**Department:** Projects  
**Reporting to:** Projects Director

### JOB SUMMARY

The project coordinator oversees the Project team – which includes the Field Coordinator and Field Officer. He oversees induction, training, monitoring and development activities related to the Project team. He leads the weekly team tracking meeting, helps find solutions and ensures advancement of the various projects managed by his team. He also ensures that the project meets timely and quality deliverables as per set budgets and work plan.

The project aims to enhance the skills and economic opportunities of young and female agricultural producers from vulnerable communities in Lebanon, Egypt, and Palestine. The key goals are to promote environmentally and socially sustainable practices, improve market access, and support funding opportunities, contributing to the green transformation of these economies and enhancing employability in green sectors

### ROLE AND RESPONSIBILITIES

- Lead strategic planning by developing project goals, objectives, and strategies, ensuring alignment with the organization's mission and donor requirements.
- Oversee the overall execution of the project, ensuring adherence to the timeline and meeting key milestones while managing risks and necessary changes.

- Manage and control the project budget, ensuring efficient allocation of financial resources and that expenditures stay within the approved limits.
- Maintain high-level communication with key stakeholders, donors, and partners, ensuring regular updates and alignment on project progress.
- Supervise and mentor the project team, ensuring that roles and responsibilities are clearly defined, and the staff is well-supported.
- Ensure the timely submission of comprehensive reports, both narrative and financial, to donors and stakeholders.
- Implement quality control measures to ensure the project meets its standards and objectives, adjusting strategies when needed.
- Identify and mitigate risks to the project's success, developing contingency plans to address potential challenges.
- Make high-level decisions regarding project direction, resource allocation, and significant changes to the project's scope or objectives.
- Oversee the measurement and evaluation of project outcomes and impact, ensuring lessons learned are documented and applied to future projects.
- May represent the company with local and international NGOs.

#### OTHER TASKS

- Delivering expected outputs in a structured and professional manner
- Meeting deadlines in accordance with work plan
- Adherence to the Fair Trade standards, policies and guidelines
- Adapting and coping with change
- Communication respectfully with beneficiaries and other stakeholders
- Developing team members

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 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

#### KNOWLEDGE, SKILLS & PERSONAL ATTRIBUTES

- Good communication and interpersonal skills
- Strong organizational and team working skills
- Good cultural awareness and sensitivity
- Team spirit and flexibility
- Strong communication and organizational skills
- Willingness to commit to the Fair Trade standards
- Languages: Mother tongue/ English and/or French: Very Good

#### HOW TO APPLY

Applicants are encouraged to send their CVs at [careers@fairtradelebanon.org](mailto:careers@fairtradelebanon.org)  
Only shortlisted candidates will be contacted.