



Improving lives

JOB DESCRIPTION
Project Coordinator

Location: Fair Trade Lebanon- Hazmieh
Type of Contract: Consultancy
Languages Required: Arabic, English and French is a must
Starting Date: TBD
Ending Date: 12 months
Salary Range:
Department: Projects
Reporting to: Projects Director

JOB SUMMARY

The Project Coordinator will be managing specific project activities implemented by Fair Trade Lebanon across Lebanon.

ROLE AND RESPONSIBILITIES

- Coordinate project management activities, resources, equipment and information
- Coordinate the implementation and monitoring of all activities, at field level, as laid out in the plan of action
- Manage the effective and proper use of assets, financial resources and facilities according to standard procedures in order to comply with auditing requirements
- Supervise beneficiary's identification and selection processes
- Coordinate field assessments (logistic organization, identification of needs, monitoring)
- Supervise the registration of target beneficiaries to ensure data is collected and is recorded within the programming to be implemented
- Coordinate field arrangements for planned visits to project locations
- Prepare all documents and forms necessary for the implementation of the projects
- Coordinate activities with local authorities, local public authorities, community members, other implementing actors and partners at the local level
- Maintain coordination and appropriate information sharing and communication lines with partners and stakeholders at field level to avoid duplication and maximize synergies
- Regularly monitor project activities and provide timely inputs and feedback to the project coordinator
- Break projects into doable actions and set timeframes
- Assign tasks to internal teams and assist with schedule management
- Follow up with FTL team the complains from the beneficiaries and communities and keep a record of them
- Organize and facilitate trainings for the beneficiaries when needed according to work plan
- Compile and submit regular project updates

- Organize events related to the project
- Oversee project procurement management
- Monitor project progress and handle any issues that arise
- Identify needs for trainings
- Organize trainings with consultants
- Follow up the feedback mechanism for trainings
- Create and maintain comprehensive project documentation, plans and reports
- Coordinate with the field coordinator/team leader to make sure field teams are properly conducting the activities
- Coordinate with the field coordinator/team leader to make sure field teams are submitting the correct supporting documents
- Coordinate with the communication team

OTHER TASKS

- Assist in identifying or developing new products to be marketed in the Fairtrade channels
- Represent FTL in project coordination meetings
- Represent FTL in regional/national sector meetings whenever direct supervisor requests
- Meet regularly with other project coordinator to exchange information.
- Provide timely reports to the direct supervisor.
- Perform any other task requested by the direct supervisor.
- Project Coordinator are expected to spend 40% of their time on the field and 60% in office.
- Assist in identifying or developing new partnership for FTL
- Assist the grants team to develop project proposals

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum of 4 years of relevant work experience in sustainable agriculture, agroecology, climate change etc...
- Experience in designing & facilitating training programs, participatory programs
- Strong documentation, research and report writing skills
- Willingness to travel to multiple field sites within Lebanon

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: Arabic, English and French is a must

ACHIEVEMENT INDICATORS

- 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

PAYMENT TERMS

- Invoices must be issued no later than the 25th of each month, and payments will be processed within 15 to 20 business days, provided that all deliverables have been submitted.
- Payments will be made via bank cheques.
- All applicable taxes will be deducted from the Consultant's fees unless the Consultant is registered with the Ministry of Finance.

HOW TO APPLY

Applicants are requested to send their:

- Portfolio
- CV and ID of applicant
- Short concept note related to the abovementioned intervention
- Detailed budget and approval to above mentioned payment terms
to careers@fairtradelebanon.org

Only shortlisted candidates will be contacted.