



Improving lives

JOB DESCRIPTION

Project Coordinator

Location: Fair Trade Lebanon- Hazmieh
Type of Contract: Limited Agreement
Languages Required: Arabic, English and French
Reporting to: Projects Manager

JOB SUMMARY

We are looking for two Project Coordinators who 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 Development related field
 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: Mother tongue/ English and/or French: Very Good

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

HOW TO APPLY

Applicants are encouraged to send their CVs at careers@fairtradelebanon.org
 Only shortlisted candidates will be contacted.