

Job ID/Title: Project Coordinator Ref 2|2015

Brand: ABNA AL QUDS Club

Application Deadline: 29-Nov-15

Duty Station: Jerusalem – Old city.

Languages Required: Arabic, English,

Duration of Initial Contract: 12 months

Job percentage: 100%

ABNA AL Quds organization was established in 1976. As a response of the 1967 war, to deliver sports, social, cultural and psychosocial activities for the Jerusalemite Society (children, youth, elderly and women).

ABNA AL Quds organization is located in a very sensitive location in the Old City next to Jerusalem Wall, over a space of 5 acres (football and basketball play area, garden, sport hall, lecture hall, computer lab and media center, administrative offices).

**Vision:**

A free learning space for the Jerusalemite Palestinians, working together for sustainable development.

**Mission:**

ABNA AL Quds organization seeks to create a free space to enable youth and women, to enhance their status in the community by building their capacities and increase their social responsibility in order to advocate for their rights.

The organization aims to provide a community umbrella; believes in the Jerusalemite resident as an added value, and strengthening their role for community action.

**Short description of the project**

The project seek to create a safe environment for children and women, and enable them to participate in different training courses and activities; aiming to empower them and build on their talents and capacities, in addition the project will empower children and women to be able to decide about their future, the project will take into consideration gender equity and equality, and will combat gender based violence.

## **Specific Roles and Responsibilities**

- Conduct regular field visits monitor and keep track of field activities;
- Meet work standards by following productivity and quality standards, identifying work process
- Improvement and resolve operational Problems. Collect project data and information to assess
- project progress and to ensure alignment with project objectives.
- Maintain coordination with CBOs and partners.
- Check narrative reports received from the trainers.
- Prepares and submit the weekly, monthly, quarterly, yearly narrative reports for internal documentation.
- Responsible for all communication with project stakeholders.
- Responsible that all activities are in accordance of the contract with Donor.
- Conduct monthly meeting with project staff and trainers.

## **Education and experience requirements**

- University degree in social science, law (preferably in human rights) or any other related field.
- 2-5 years of work experience in a similar field

### **Profile and skills required**

- Fluent in English and Arabic (spoken and written)
- Ability to provide well-written analytical reports
- Proven experience in project management
- Excellent communication skills
- Ability to meet deadlines and to work in a team
- Knowledge of human rights and good governance is an asset

## **Required Qualifications:**

- Bachelor Degree in administration, business administration, international development, or other related field
- Minimum of three to five years of professional experience in project management, in the areas of civic engagement, civil society development, social accountability, or related fields.
- Demonstrated leadership, project management, coordination, organizational, teamwork, and strategic planning skills.
- Fluency in written and spoken English and Arabic.
- Strong writing skills in both English and Arabic.
- Proven ability to handle multiple assignments and meet the required deadlines.
- Advanced computer literacy.
- Proven ability to work under pressure and within a team.
- Proven problem solving, analytical and logical thinking skills
- Strong presentation skills and high level of creativity.
- Experience in supervising staff.

## **Desired Qualifications:**

- Demonstrated experience managing international donor funded development activities.
- Well understanding of the grassroots organization .

Interested candidates are encouraged to submit their CVs, cover letter, with accurate points of contact no later than Sunday 29 of November 14:00 PM to the below mail indicating “Project Coordinator Ref P2| 2015” in the subject line.

[abnaalquds@hotmail.com](mailto:abnaalquds@hotmail.com)

Only shortlisted candidates will be invited to pass interview and written exam. Both male and female will get equal opportunity; we highly encourage the new graduate to apply for this position.

It's worth to mention that ABNA AL QUDS Club is consider the Child Protection Policy.