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FRIEDRICH NAUMANN
STIFTUNG Für die Freiheit.
Middle East and North Africa



VACANCY ANNOUNCEMENT

Project Coordinator Part-time

Within the EU-PAVE Project, the Friedrich Naumann Foundation for Freedom (FNF) Jordan is looking for a “Project Coordinator”

Start Date: ASAP

Type of contract: Part-time Job (30 hours)

Duration of contract: 1-year contract with possibility of extension

Location: Amman, Jordan

The submission deadline for applications: June 18, 2022

PAVE (Policies Against ViolencE)- Tackling Gender-Based Violence in Jordan through Strengthening Civil Society Organizations and Improving the Legal and Structural Framework for Women’s Employment Conditions and Labour Market Participation

The project ‘Policies Against ViolencE - PAVE’ is funded by the European Union (EU). Friedrich Naumann Foundation for Freedom (FNF) in Jordan is the coordinator of the action and responsible for overall management of the programme, while Business and Professional Women Association (BPWA) as the co-applicant will jointly with FNF execute the project’s activities in line with its logical framework.

PAVE is a 3-year project (2021-2024) aiming at long-term changes on the legal and institutional level for gender equality and to tackle GBV at the workplace while at the same time strengthening CSOs who work on countering GBV, working with women and their families and raising awareness within the general public of these issues.



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Project Coordinator Roles and Responsibilities

The “EU-PAVE Project Coordinator” supports the “EU-PAVE Project Manager” and the EU-PAVE co-applicant in the planning, coordination, implementation and evaluation of activities and programs and the related financial and administrative work.

The employee has the following tasks, functions, and roles:

1. Program Planning

- Coordinate with the co-applicant the planning of activities and up-date respective lists
- Coordinate social media activities
- Provide supporting documents for Finance Dpt.

2. Implementation of Activities

- Act as a liaison with the co-applicant and target groups/stakeholders;
- Support the co-applicant in selecting trainers, speakers, participants
- Define logistical needs and ensure logistical coordination with venues, hotels and service providers for transportation, translation etc;
- Follow up on discussions and write reports on the activities;
- Ensure follow-up and documentation of participants and speakers
- Seminar Assistance. Requires travel outside of Amman especially rural areas and also on week-ends

3. Evaluation and Analysis

- Evaluation of activities and definition of next steps;
- Maintain contacts relevant for the project to develop it further;
- Provide regular updates and analyses of media coverage on program related activities and developments.
- Follow-up on the discussions and policy recommendations/laws and any agreements amongst relevant stakeholders and target groups related to gender based violence in the workplace and update the project manager on other initiatives and projects;
- Follow-up with the co-applicant on pre and post assessments especially for CSOs/CBOs capacity building trainings, focus group discussions and awareness raising workshops and do the analysis;



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4. Financial Administration

- Provide assistance to the finance/accountancy department
- Ensure receiving financial documentation for purchases and services;
- Follow-up on flight, hotel and other bookings;
- Establish and maintain complete and permanently updated project files. Ensure consistency between electronic and physical files. Establish overview of file system.

5. General Tasks and Special Assignments

- Provide and ensure translation Arabic – English and English – Arabic;
- Special tasks assigned by the EU-PAVE Manager

Qualifications and Skills

- University Degrees
- At least 3 years of progressive experience in project coordination;
- Experience in EU-funded projects is compulsory;
- Experience in the INGOs sector is preferable;
- Common values and principles with FNF;
- Project coordination and planning skills;
- Ability to manage a variety of tasks
- Administrative and IT skills
- Ability to maintain records and produce clear written and oral reports;
- Excellent communication skills;
- Strong interpersonal skills, to deal with a diverse range of people;
- The ability to deal with information in a confidential manner and respond with sensitivity;
- Excellent Arabic and English skills, both written and verbal.

Working Hours

The working hours are 30 hours per week. The work can at times require presence at one of FNF's programs or activities during the weekend.

Equal Opportunity

FNF is committed to provide equal employment opportunity to all persons regardless of age, color, national origin, race, religion, creed, gender, marital status, or any other characteristic.



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Application Instruction and documents required

If interested to apply, send the following documents:

1. An updated resume highlighting past experiences in similar work.
2. A cover letter.
3. The expected salary for this job.

To amman@freiheit.org, and Cc' Chloe.Melchionne@freiheit.org kindly note that applications without all documents will not be considered.

Notes:

- Only shortlisted candidates will be contacted.
- Assessment Evaluation of qualified candidates for this position may include a substantive assessment, such as a written test, which will be followed by a competency-based interview.