



## VACANCY ANNOUNCEMENT

### Project Coordinator

**Friedrich Naumann Foundation for Freedom (FNF) Middle East and North Africa** is looking for a Project Coordinator to join the Jordan team.

**Start Date:** December 1<sup>st</sup>, 2022

**Type of contract:** Full-time position

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

**Location:** Amman, Jordan

**The submission deadline for applications:** October 30<sup>th</sup>, 2022

#### **Friedrich Naumann Foundation for Freedom (FNF)**

The “Friedrich Naumann Foundation for Freedom” (FNF) proudly looks back on a long history of changes and challenges. From its establishment until now, the foundation grew constantly and became a globally-operating institution. In April 2007, the foundation’s name was extended by “for Freedom” to underline the new concept of “Marketing for Freedom” worldwide. Today, the label “for Freedom” is widely associated with successful projects.

Based on liberalism, the underlying principle of the foundation’s political activity, FNF is engaged in political education in both Germany and abroad. With our activities and publications, we help people to exercise their rights of political participation. We also provide scholarships for talented individuals. Our headquarters is located in the city of Potsdam and we maintain offices all over Germany together with project offices in over 60 countries worldwide. The Friedrich Naumann Foundation is an open laboratory of freedom and a global liberal think-tank. With over 200 employees, the Friedrich Naumann Foundation for Freedom is the biggest liberal institution worldwide with a comprehensive network of partners, experts, and volunteers.

#### **Our Vision:**

The Friedrich Naumann Foundation for Freedom is a creative platform for innovation, intending to enhance the values and goals of liberalism worldwide.



### **Our Mission:**

Our activities target individuals (youth, local politicians, and civil society actors) who share our core principles on liberalism. We advise, motivate, and inspire relevant stakeholders and create shape, and market solutions for tomorrow that are based on enhancing individual freedom and responsibility. We are the creative think-tank of liberal politics in Jordan and the MENA region.

## **Project Coordinator Roles and Responsibilities**

The Project Coordinator supports the Head of FNF MENA Regional Office in the planning, conceptualization, coordination, implementation and evaluation of activities and programs in Jordan and the related financial and administrative work.

The field of responsibility includes the projects managed by FNF MENA Regional Office Amman and, upon special request of the Head of Office, any other project if the requested tasks are in line with the defined responsibilities below.

### **The employee has the following tasks, functions, and Roles:**

#### **1. Program Planning**

- Establish draft of Annual Planning for assigned projects;
- Draft concept papers for each line of activities;
- Coordinate and hold meetings with partners to define the cooperation;
- Design specific programs, approach experts and coordinate with partners;
- Permanently develop and up-date list of activities;
- Establish combined plan of activities and budget;
- Establish detailed job lists for projects;
- Coordinate with financial Administrator;
- Support Head of Office in elaborating applications to funding institutions.

#### **2. Implementation of Activities**

- Select trainers and speakers for the events;
- Select and invite participants;
- Define all relevant logistical needs and ensure logistical coordination with venues, hotels and service providers for transportation, translation etc;
- Moderation of events;
- Follow discussions and write reports about the activities;
- Ensure follow-up and documentation of participants, speakers, results of discussion and of work material;
- Ensure constant communication and public relation in the office.



### **3. Evaluation and Analysis**

- Evaluation of activities and definition of next steps;
- Regular briefing of the Head of the Office on projects' process and discussion of strategy;
- Maintaining contacts relevant for the project to develop it further;
- Monitor political developments relevant to the project and write analysis about politics and developments in the region.

### **4. Financial Administration**

- Safeguard the compliance of projects with foundation's financial regulations;
- Provide assistance to the finance/accountancy department during the preparation, implementation and follow-up on project activities;
- Monitor and adjust project budgets;
- Establish overviews on partner financial contributions;
- Ensure receiving financial for goods and services required for purchase 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**

- Choose and coordinate participants at FNF international and regional programs, especially at seminars of the International Academy for Leadership (IAF);
- Represent FNF towards institutions and key persons;
- Provide and ensure translation Arabic – English and English – Arabic;
- Organize visits of FNF representatives, liberal politicians, experts in the MENA region;
- Assess project proposals and offers for cooperation and communicate with Head Office;
- Represent FNF in third party activities;
- Special tasks assigned by the Head of Office.
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## **Qualifications and Skills**

- Although this area of work is generally open to all graduates, a degree in the following subjects may increase your chances:
  - Political Science
  - International Relations
  - Social Science
  - Social Work
  - Any relevant field
- At least 2 years of progressive experience in project coordination;
- Experience in the NGO sector is preferable;



- Substantial knowledge in politics, especially in Jordan and the MENA region;
- The ability to deal with information in a confidential manner and respond with sensitivity.
- Common values and principles with FNF;
- Strong analytical skills coupled with project coordination and planning skills;
- Good organizational skills and the ability to manage a variety of tasks administrative and IT skills, and an ability to maintain records and produce clear written and oral reports.
- Excellent communication skills.
- Flexible and independent.
- Strong interpersonal skills, to deal with a diverse range of people.
- Ability to work as a team;
- Desire to learn new things;
- Excellent Arabic and English skills, both written and verbal.

## Working Hours

The working hours are 40 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 are encouraged to apply.

## 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. Your salary expectations.

To [amman@freiheit.org](mailto:amman@freiheit.org), and Cc' [Majd.Ismail@Freiheit.org](mailto:Majd.Ismail@Freiheit.org) (email subject: Project Coordinator Vacancy). kindly note that applications without all documents will not be considered.



**Notes:**

- We thank all candidates for their interest, however we are only able to contact those who are shortlisted.
- 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.
- Interviews will take place during the month of November at the FNF office or online.