

JOB TITLE: PROJECT COORDINATOR

- **Organisation: Institute for Strategic Dialogue/ Strong Cities Network**
 - **Reporting to: Senior Programme Manager**
 - **Location: London**
 - **Type of Contract: Fixed-term contract (1 year, with 3-month probation period)**
 - **Start Date: 1st February 2018**
 - **Salary Bracket: £28,000- £34,000**
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About ISD

ISD a global counter-extremism organisation dedicated to powering new generations against hate and extremism. For 10 years, we have responded to the rising challenge of extremist movements and the ideologies that underpin them, delivering cutting-edge programmes built from world-leading expertise in communications and technology, grassroots networks, knowledge and research, and policy advice.

Position summary

This Project Coordinator position, working exclusively on ISD's Strong Cities Network (SCN) programme, will support the SCN's Senior Programme Manager on project activities and expansion with a focus on the Middle East and North Africa (MENA). This will include supporting the SCN's team in Lebanon and Jordan on a municipal capacity building programme supported by the Danish Ministry of Foreign Affairs. The Project Coordinator will work closely with Senior Regional Project Manager based in Beirut. The successful candidate may need to travel to the region several times a year and native Arabic spoken and written language skills are essential.

Key responsibilities

Responsibilities include but are not limited to:

- Contribute to general project management by assisting the project manager, cooperate closely with colleagues from the MENA team based in London and Beirut and project partners.
- Support documentation of project activities i.e. summary documents of meetings and trainings.
- Coordinate project administration and reporting.
- Coordinate and regularly update a project calendar.
- Coordinate the local training of stakeholders in conflict prevention and preventing violent extremism (PVE) strategies.
- Act as a translator and interpreter for materials and trainings in target languages.
- Help with the coordination, logistics and planning of project activities.

- Liaise with local partners based in the MENA region.
- Coordinate the development of content for trainings.

Person specification

Essential

- Native Arabic language speaker.
- Previous experience working with government/ municipalities.
- Experience with planning meetings, events, trainings and activities.
- Skills such as: budgeting, coordination, report writings etc.
- Ability to work independently and in a challenging and fast-paced environment.
- Excellent verbal and written language skills in English.
- Experience in Microsoft Word, Excel, Outlook.
- Bachelor's degree (Master's degree is an asset) in social sciences, international development, political science, sociology etc.

Desirable

- Previous experience working with government/ municipalities, civil society and/ or international organisations in Jordan and Lebanon.
- Background experience in P/CVE.
- Experience working in schools or with youth or young people, including in context of crime prevention.

Application process

Please submit your CV and covering letter to vacancies@isdglobal.org by Tuesday 23rd January. Please note that only short-listed candidates will be contacted and applications without a covering letter will not be considered.