



JOB TITLE: PROJECT COORDINATOR

- **Organisation: Strong Cities Network**
 - **Reporting to: Senior Regional Project Manager**
 - **Location: Beirut, Lebanon**
 - **Type of Contract: Fixed Rate Consultancy (with 3-month probation period)**
 - **Deadline to apply: 1 June 2018**
 - **Start Date: 1 July 2018**
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Position summary

The Project Coordinator will assist the project manager and project team on all project work as part of Strong Cities Network municipal capacity building programme in Lebanon and Jordan to enhance the municipalities ability to improve social cohesion and prevention of violent extremism (PVE). This project is supported by the Danish Ministry of Foreign Affairs. The Project Coordinator will work closely with the Senior Regional Project Manager.

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.
- Daily coordination and updates with regional colleagues.
- Support documentation of project activities i.e. summary documents of meetings and trainings.
- Support project administration and reporting.
- Coordinate and regularly update a project calendar.
- Support local capacity building activities and training of stakeholders.
- Support the development of content for trainings.
- Act as a translator and interpreter for materials and trainings in target languages.
- Help with the coordination, budgeting, logistics and planning of all project activities.
- Liaise and coordinate with local partners on activities and meetings.

Person specification

Essential

- Native Arabic language speaker.
- Previous experience working with government/ municipalities, civil society and/ or international organisations in Lebanon/ MENA region.
- Experience with planning meetings, trainings and activities.
- Experience with budgeting.



- Coordination skills.
- Report writing.
- Ability to work independently and in a challenging and fast-paced environment.
- Excellent verbal and written language skills in English.
- Experience in Microsoft Word, PowerPoint, Excel, Outlook.
- Bachelor's degree (Master's degree is an asset) in social sciences, international development, political science, sociology etc.
- Desirable: Background experience in P/CVE.

Application process

Please submit your CV and covering letter to lebanon@strongcitiesnetwork.org before June 1st 2018.

Please note that only short-listed and serious candidates will be contacted. Applications without a covering letter will not be considered. All applicants must have right of employment within Lebanon.