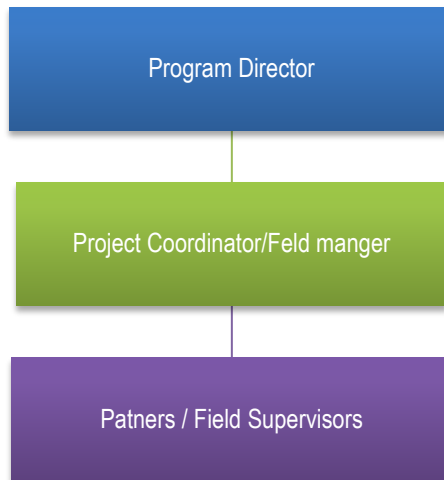




Position Name (Title) :	Project Coordinator	Position Level:	10
Reporting to (Title) :	Program Director	No. of Direct Reporters:	None or one
Version:	01	Sector /Department/Section :	Program

Position Reporting Lines



Main Job Purpose

- Successfully and efficiently lead the implementation of the project under supervision of the program director to achieve the outcome of the program and feed into the organization strategic objectives.

Objectives

- Manage the implementation with efficiency in using the resources and effectiveness.
- Contribute to the achievement of the program goal.
- Contribute to improving CARE's internal workflow and process.

Accountabilities

1. Manage and closely monitor the implementation of all project activities and spending and ensure timely and accurate reporting for project achievements /challenges to program director and donor. Ensure project is aligning with all CARE's project management cycle in all its stage.
2. Monitor Partners achievements and spending to ensure meet all CARE's and project contractual commitments. ensure providing any needed support to partners.
3. Create fruitful networks with project stakeholders including but not limited to governmental authority, peer organizations , research centres .



4. Check data and conduct field visit to ensure accuracy of data and to guarantee all project activities are on track according to project annual plan. Capture best practices and lessons learned to enhance program's knowledge base and provide MEAL officer with required accurate date.
5. Manage and monitor all project budget/s to ensure spending rates are within the safe range according to donor approved budget and considering CARE and donor policy and procedures.
6. Contribute to achieve the program impact goal through continuous linking all implemented activities with program long term goal and through identify and suggest new projects ideas.
7. Support in providing needed technical and financial inputs for new proposal development.
8. Coordinate with other program support units, such as; Procurement, finance and HR to ensure applying all CARE's and donor needed procedures and policies.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • Other programs. • The projects team members • Senior Management • Support unit (Finance & Procurement, HR, IT and Admin) • Communication Unit • MEAL Unit 	<ul style="list-style-type: none"> • Peer Organizations. • Partner Organizations. • Stakeholders • Government Officials • Suppliers and vendors and service providers • Donors.

Working Environment

<p>The position follows the normal working environment of the organization.</p> <p>Indoor: 70%</p> <p>Outdoor: 30%</p> <p>Working Hazard: Medium</p> <p>Working Days: 5 days</p> <p>Days Off: 2 days</p> <p>Working Hours: 8 hours</p>
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Position Dimensions

POSITION DIMENSION	
Level of Authority	Judgement After Referring to Supervisor
Budget Control	Make Expenditure on a Predefined Budget



Budget Amount	From 200,000 to 1 Million EGP
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees0
Consequence of Error	Impact Own Tasks
CARE Skills	Level-5

Job Requirements

Education:	<p>Required:</p> <ul style="list-style-type: none"> BSc of relevant degree <p>Desired:</p> <ul style="list-style-type: none"> A higher degree in Management or projects Management
Experience:	<p>Required:5-7 years of experience in development and NGOs work</p> <p>Any previous managerial /leadership role will be plus</p>
Computer Skills	<ul style="list-style-type: none"> MS Office with a high proficiency in teams, zoom and power point
Languages:	<ul style="list-style-type: none"> English & Arabic according to project's and donor requirments
Competencies & Skills	<ul style="list-style-type: none"> Highly level of leadership skills High capability of operational decision making Planning and organizing Analytical thinking Negotiation skills Problem solving Reports writing

Reports



Reports Name

Signatures

		Date
Employee		
Manager		
Human Resources		
