



Job Description

Job Title: Project Coordinator

Location: Tunisia

Mission: Leaders International

Hours: Full time (40 hours per week)

Reporting to: Programs Director

Contract: 1 year with possibility of extension

Starting Date: August 1st, 2022

About Leaders International:

Leaders International is an international network of local organizations that plans, manages, and monitors innovation and economic development interventions in the region. Through its offices in Brussels, Amman, and Ramallah, Leaders International provides complete project-management services with a focus on private-sector development, enterprise development, job creation, entrepreneurship, D4D, economic policy dialogue, and tourism value chain development.

Job Summary

The project Coordinator (PC) working for Leaders International is a full-time position based in Tunisia. The PC should ensure the successful implementation of Leaders' projects, through successful timely delivery of all activities, and coordination between the donor and other relevant partners. The PC will ensure quality monitoring of results and indicators. The PC will report directly to the Programs Director.

Tasks and Responsibilities:

- Coordinate all required project activities.
- Maintain and manage the day-to-day process, templates, reporting, under the direct supervision of the Project Manager.
- Coordinate and help facilitate all project activities with the Project Manager, particularly in relation to creating key tools and templates that should be applied through the project team.
- Assist the Project Manager and the M&E Manager (HQ) in data analysis, process analysis and improvement.
- Coordinate meetings including management of agenda, circulation of pre-read materials, and preparation of minutes from each meeting.
- Work on drafting technical reports, in addition to conducting secondary and primary researches.
- Follow-up and verify the activities of project partner organizations, and make sure they are aligned with project objectives.
- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Determining project changes, providing administrative support as needed and ensuring project deadlines are met.



Qualifications

- Bachelor degree in business administration or any relevant field. Preferably in International Business, Social Sciences Humanitarian field or related topics
- Experience in managing and implementing regional or international activities, preferably in the business field
- Requires a minimum of 3 years relevant experience in private sector development, a minimum of 2 years of which must have been in a supervisory role. Additional private sector experience is highly desirable
- Background in managing and implementing SMEs development projects, access to finance and export.
- Provide necessary technical and methodological supports for need assessment and take a leading role in project development
- Strong ability to work with diverse groups/individuals – ranging from local partners, local authorities, humanitarian community and the private sector Proven ability in staff, donor contract & budget management

Personal and professional qualities

- In-depth knowledge of the regional business environment
- High level of analytical and problem-solving skills
- Ability to effectively manage a team of junior and senior professionals in a dynamic business environment
- Experience in project management, planning, monitoring and evaluation

Skills and Abilities

- Strong communication and organizational skills
- Good interpersonal skills, able to deal diplomatically and flexibly with a range of different people
- Good written and verbal communication skills in both English and Arabic

To apply, please submit your resume no later than July 7th, 2022 at 16:00

If your application is successful, you will be contacted to take a written test, attend an interview, and provide references (if needed).

Our recruitment procedures are based on a policy of equal opportunity that respects social and cultural differences, avoids discrimination of any kind, and encourages the creation of an inclusive work environment.