



## **Job Announcement**

### **For the Position of Junior Project Coordinator**

### **Beirut, Lebanon**

---

#### **About Euromed Feminist Initiative**

Euromed Feminist Initiative EFI is a policy network providing expertise in the field of gender equality and its connection with democracy. EFI seeks to correct the gender power imbalances through ending discrimination and oppression of women and bringing about positive change for the whole society. EFI promotes women's rights by strengthening women's self-organizing, voices, actions and power, by supporting and creating safe spaces for exchange across the different socio-political borders and by advocating for gender equality, democracy and citizenship.

EFI Headquarter is in Paris with the Regional Office located in Amman. The Junior Project Coordinator will be stationed in EFI office in Beirut.

#### **Function & Purpose**

EFI is seeking to hire a Junior Project Coordinator (Lebanese National) who is passionate about women's rights and civil society development. She/he will be responsible for assisting the Program Coordinator with planning, organizing, scheduling, follow up, and status reporting of EFI's projects. She/he will also assist the Communication and Event Coordinator in organizing events and ensuring the visibility of EFI. The Junior Coordinator will liaise with other members of the team if/when needed.

#### **Main Tasks and Responsibilities**

The main responsibilities and tasks of the Junior Project Coordinator are:

- Assist in the planning, execution, and implementation of activities as per the developed action plans.
- Provide support in scheduling, coordinating and arranging logistics for meetings, workshops, roundtables, conferences, and trips (hotel, flights, etc.) including researching vendor prices, following EFI's procurement guidelines and inquiring about participants' availability.
- Assist in the follow up with partner's projects and the implementation of their activities.
- Assist in the follow up on partners' narrative and financial reports and provide relevant and adequate technical support and input.
- Assist in organizing regular meetings with partners.
- Assist in providing regular updates, minutes of meetings, events' reports, reports on achievements, challenges and other relevant issues.
- Assist with keeping proper documentation and archiving for EFI's projects.
- Administrative tasks of the office in Beirut including paying bills, archiving and assisting in the financial reporting.

## Education Requirements

- University Degree in social science, gender or development studies, political science, international relations, peace and conflict, or any relevant field.

## Skills Requirements

- Two years' of experience in gender, advocacy, peace building and/or project design and implementation and M&E.
- Knowledge in administrative and accounting procedures and financial reporting.
- Knowledge in policy development, advocacy campaigns and civil society.
- Knowledge and understanding of the situation and challenges in the region
- Experience in organizing different events.
- Ability to work effectively with partners' staff and other team members.
- Fluency in written and spoken English and Arabic. French language is a plus
- Fluency in the use of the Office Suite (e.g. Word, Excel and PowerPoint)
- Knowledge of online and social media tools is a plus.

## Additional Qualities

- Strong personal commitment to the mission, vision and values of the Euromed Feminist Initiative and to women's rights and gender equality.
- Inter-personal communication skills and the ability to work with multi-cultural teams and diverse groups.
- Ability to work effectively under pressure.
- Analysis and writing skills.
- Ability to work both individually and as a part of a team.
- Ability to manage multiple tasks and assignments effectively with attention to detail.

## Application Procedures:

Candidates should submit their CV and a cover letter with subject title *Junior\_Project\_Coordinator\_Beirut\_FirstName\_LastName* to: [GetInTouch@efi-ife.org](mailto:GetInTouch@efi-ife.org) **Deadline for Applications is 15<sup>th</sup> April 2018.**

Short listed candidates will be contacted via email or phone to arrange for interviews.