

Post title: Project Coordinator

Expected starting date: 1/12/2019

Duty Station: Amman- Jordan

Palestine for Development Foundation (PsDF) is a national non for-profit company -PIF social investment subsidiary is seeking candidates for the position of “Project Coordinator” at its office in Amman.

Responsibilities:

- Assist the project manager in the daily follow up on the progress of the project in Lebanon.
- Write progress, and technical reports in both English and Arabic for the management and partners;
- Conducts field visits when instructed to the project sites to monitor ongoing work;
- Prepare regular required documents including memos, models, PowerPoint presentations, and proposals;
- Attend meetings with partners when needed;
- Works cooperatively with PsDF staff and management;
- Other tasks as appointed by the management of PsDF.

Minimum Qualifications:

- Bachelor’s degree in Business Administration or relevant Field;
- Work experience: a minimum of two years in project coordinator job or similar: SME field, or any other field relevant to the nature of the job;
- Technical and vocational skills;
- Background in Engineering to assist promoting vocational learning;
- Basic knowledge of procurement best practices, financial process and documentation;
- Excellent computer skills; Microsoft Word, Excel, Outlook and Internet.
- The ability to manage time and work priorities;
- The ability to work and deliver under pressure.
- Excellent written and oral communication skills in both Arabic and English Languages.

Interested candidates are kindly requested to submit their CV with a cover letter to the e-mail address: hr@psdf.ps no later than **13 November 2019**. The cover letter should illustrate the candidate knowledge and experience, and how they match the job requirements for this position.

Only short-listed candidates will be contacted.