



## **KAFA (enough) Violence & Exploitation Job Vacancy**

**Project Coordinator  
Support Services to Women victims of VAW / Capacity Building of Service  
Providers / Promoting Awareness on Violence Law**

### **Background:**

KAFA (enough) Violence & Exploitation is working to reduce the risks and incidence of gender-based violence through providing direct services to women survivors of gender based violence, capacity building and promoting awareness on the "Law To Protect Women and Other Family Members from Violence" that was endorsed by the Lebanese Parliament on 1st of April 2014.

### **Job Description:**

Within the project "Support Services to Women victims of VAW / Capacity Building of Service Providers / Promoting Awareness on Violence Law" supported by the UNFPA, KAFA is looking for a Project Coordinator to deliver the project's goals and objectives,

### **Main Responsibilities:**

The Project Coordinator will work under the supervision of the Director of KAFA to whom he/she will report. The Project Coordinator will be responsible for coordinating and supervising the activities set in this project. More particularly, the Project Coordinator will:

- Oversee the implementation of the project's activities ensuring a standard of quality in all aspects of the projects.
- Conduct and document regular team meetings for planning and reporting purposes;
- Assist the Financial Team in project's budget;
- To be the main contact person for all communication including the donors and local authorities and stakeholders
- Prepare and send monthly project progress report and any report as requested by donors;
- Establish Monitoring and evaluation indicators where needed in light of the objectives and expected results of the project
- Ensure timely delivery of all project outputs as required;

- Arrange for the periodic meetings of the Steering Committee
- Form a strong collaboration with the partner organizations / persons.
- Perform other duties as maybe assigned by KAFA's director;

#### **Required Qualifications**

- Bachelor's Degree in any of the social studies such as Sociology; Anthropology, Social Work or other related studies
- At least 3 years' experience in project management.

#### **Required Competencies and skills**

- Proficiency in written and spoken English.
- Proven excellent analytical and organizational skills.
- Excellent report writing and documentation skills.
- Excellent presentation, oral and written communication skills.
- Good interpersonal skills including good coordination and effective working relations with stakeholders.
- Ability to lead teams and mentor staff.
- Experience with vulnerable populations, including immigrant and refugee populations and SGBV survivors.
- Demonstrated ability to manage multiple priorities, deadlines, tasks efficiently.
- Experience working with refugee populations in emergency response context a plus.
- Excellent time management skills and resourcefulness with strong attention to detail.
- Excellent planning and time management skills.
- Proficiency in the use of Microsoft Office suite of applications.

**Period:** Immediate recruiting for a four months contract (renewable)

**Location:** Beirut with frequent travel to Bekaa and other Lebanese regions

#### **Submission guidelines:**

Interested candidates should send their CV along with a cover letter, to [kafa@kafa.org.lb](mailto:kafa@kafa.org.lb) by **September 10, 2014** and include in the email subject the following title: "Project Coordinator - Support Services to Women victims of VAW / Capacity Building of Service Providers / Promoting Awareness on Violence Law". Submissions received after the closing date will not be considered. Only shortlisted candidates will be contacted.