

KAFA (enough) Violence & Exploitation

Job Vacancy

Project Coordinator

Background:

KAFA (enough) Violence & Exploitation aims to realize substantive gender equality and eliminate all forms of exploitation and violence against women through the adoption of a combination of different approaches, such as: Advocacy for law reform and introduction of new laws and policies; influencing public opinion, practices and mentality; conducting research and training; and empowering women and children victims of violence, and providing them with social, legal, and psychological support.

To this end, KAFA carries out several short and long term projects aiming at enhancing the direct services provided for women victims of violence, and enhancing the advocacy and lobbying activities launched to reach its goals.

Within this context, KAFA is looking for a suitable candidate to carry out the responsibility of a Project Coordinator.

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 of one or more of KAFA's projects. 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;
- Establish Monitoring and evaluation indicators where needed in light of the objectives and expected results of the project
- Develop materials and conduct awareness raising sessions and assist in arranging for training sessions as needed
- Conduct assessments on the needs of target groups and write reports about their situations
- Ensure timely delivery of all project outputs as required;
- Form a strong collaboration with the partner organizations / persons.
- Perform other duties as maybe assigned by KAFA's director;
- Identify new opportunities in terms of advocacy, actions, and funds
- Perform other duties as may be 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.

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 by **31 August, 2015** and include in the email subject the following title: "Project Coordinator. Submissions received after the closing date will not be considered. Only shortlisted candidates will be contacted.