

TOR - Project Coordinator
Education to Work Transition Project- Additional Financing
Quality Improvement Fund

Institution: College of Intermediate Studies - Alazhar (CIS)

Project Title: Enhancing the Competencies of the Graduates of Design and Editing Program
towards Freelancing

Introduction

College of Intermediate Studies - Alazhar (CIS) has received a grant from the Quality Improvement Fund (QIF) - Education to Work Transition Project/Additional Financing - Ministry of Education and Higher Education and funded by the World Bank for the project entitled: Enhancing the Competencies of the Graduates of Design and Editing Program towards Freelancing. Accordingly, CIS seeks the selection and employment of a Project Coordinator.

Assignment Objective

CIS is considering the selection of highly qualified Project Coordinator responsible for the overall implementation of all project activities under the supervision of the Project Director.

Tasks and Responsibilities

The project Coordinator will be responsible for coordinating all activities relating to the following tasks:

1. Ensuring the successful implementation of the project through preparing project implementation plan and providing adequate following up for the project activities.
2. Preparing and evaluating for all issues related to hiring consultants.
3. Preparation of progress reports as required.
4. Provide technical support to the project team and ensuring team coherence and motivation.
5. Managing financial issues and preparing procurement plan, financial reports in compliance with donor's regulations and CIS finance office regulations.
6. Evaluation and monitoring of project progress at all stages of the project.
7. Establishing and maintaining effective working relationships with all stakeholders and others contracted in the course of work.
8. Coordinating and participating in project workshops, meetings, conferences, etc.
9. Assisting project director in issuing contracts, letter of intent, purchase orders, etc.
10. Maintaining Contract Execution Tracking Log and assisting in project data gathering and analysis.
11. Keeping the project director informed about project status and issues that may impact project implementation.

Qualifications & Skills:

1. Bachelor degree in management, engineering or any relevant field.
2. Minimum of 3 years' experience in a coordination role (preferably in similar assignments) funded by international donors.
3. Strong planning and coordination skills
4. Very good communication skills
5. Very good technical reporting skills
6. Proficiency in Microsoft Office and Project Management Software
7. Fluency in English and Arabic (written and spoken)

Place of work:

The Project Coordinator will work in CIS buildings.

Time Frame:

The duration of the assignment is 25 Months; the consultant shall work 7 Hours per day, 5 days per week.

Contract Type: Time Based Contract