

Job Description

Job Code: 0144 PC-PIBS
Job Title: Project Coordinator
Job Status: Full Time
Office: Office of the Vice President for Academic Affairs
Department: PIBS-Mar Andrea
Supervisor: Deputy Director for Administration Section

Vision and Mission

The vision of The Palestine Institute for Biodiversity and Sustainability (PIBS) is to promote sustainable human and natural systems in Palestine. The work of the Institute aspires to foster first, respect for oneself, then for others and then for the environment.

Through research and educational programs, the Institute develops critical thinking, knowledge-based societies, and science education in all segments of our society. Moreover, it promotes environmental awareness and protection locally and internationally as well as responsible interaction between people and the environment.

Job Summary

The Project Coordinator administers and organizes the “**Science Based Conservation of Wetlands in KBAs in Palestine**” project activities related to this particular project and aligned with the mission and goals of the PIBS. The coordinator will be responsible for working closely with the direct supervisor to prepare comprehensive action plans, allocation of resources, the development of timeframes in line with project proposal document and project budget. The coordinator will play a role in promoting key learnings for the improvement of the project and for wider leaning of the organization.

Duties & Responsibilities

Main routine duties

1- Managerial and administrative tasks

- Ensures that the project is completed on time within budget and with highest quality standards.
- Ensures quality implementation of project activities according to the project plan template.
- Supports the direct supervisor and project staff in developing the necessary documents submitted for the donor.
- Supervises all activities implemented at project sites and for affected communities.

- Maintains project documentation and handles financial queries.
- Coordinates with all project staff as necessary.
- Heads risk management planning.

2- Analyzing and reporting

- Analyzes and discusses findings with project staff, partners and key stakeholders.
- Collects regular data about the progress of the work and ensures proper monitoring and evaluation.
- Collects field data from project site.
- Produces progress and final reports for the donor and for the PIBS management.
- In addition, coordinates the follow-up reports describing baseline and end line evaluation surveys for the different monitoring and evaluation tasks per project intervention.

Periodic duties

- Conducts regular field trips to project site.
- Meets with stakeholders.
- Carries out any additional tasks as needed and assigned by the direct supervisor.

Responsibilities

- Coordinates project activities, produces deliverables per project proposal. This includes breaking projects into doable actions and set timeframes for each to ensure deliverables.
- Liaises with project staff to identify and define requirements, scope and objectives, seeks support of internal teams, and assist with schedule management.
- Helps finance officers at BU referring to project budget.
- Oversees project procurement management.
- Analyzes risks and opportunities. Monitors project progress and handle any issues that arise.
- Ensures standards and requirements are met through conducting quality assurance tests (monitoring and evaluation).
- Acts as the point of contact and communicates project status to all participants.
- Uses tools to monitor working hours, plans and expenditures.
- Prepares all appropriate legal paperwork (e.g. contracts and terms of agreement) as requested.
- Creates and maintains comprehensive project documentation, plans and reports.
- Helps the Director of PIBS in fundraising activities (writing grant proposals) especially for continuation of project or new related projects.

Supervisory Role

- Supervise the work of the Field Assistant of the relevant project.

Special Working Conditions and emergency Need:

- May need to be available outside of the normal working hours including weekends and holidays (as deemed necessary, or as requested by the supervisor).

Qualifications:

Required:

- Master degree in Developmental Studies, Biology, Environment, Business Management, or relevant fields.
- At least 3 years of experience in project management.
- Solid understanding and experience in financial and human resource management.
- Strong analytical, project management and problem-solving skills.
- Fluency in Arabic and English (including writing proper reports).
- Excellent communication skills and public relations.
- Valid driving license.

Preferred:

- Previous work experience in areas related to biodiversity and sustainability;
- Experience in fundraising.

Performance Standards:

- Communicates clearly in verbal and written forms.
- Ability to meet tight deadlines.
- Creative thinking with good problem-solving skills.
- Demonstration of integrity, honesty, a sense of responsibility and loyalty in the performance of all duties.
- Demonstration of professional standards in appearance and actions.
- Good interpersonal skills: presents a positive and service-oriented attitude, maintains confidentiality, open to others' ideas, and manages emotions.
- Demonstrates accuracy, attention to detail, thoroughness and monitors own work outcomes to ensure quality.
- Teamwork – ability to influence people to collaborate, share ideas, and establish and attain common goals.