

## **PROJECT COORDINATOR**

**LOCATION:** Amman (Jordan)

**DURATION:** 6 months (to be extended upon funding and performance)

**START DATE:** ASAP

Journalists for Human Rights (JHR) is looking for a Project Coordinator to help manage and further develop its project “Expanding Public Dialogue on Human Rights Issues through the Media in Jordan” in collaboration with the Jordan Media Institute in Amman. The project has a focus on human rights and data journalism training and media production with innovative ICT components looking to engage citizens on human rights issues.

This six-month long professional opportunity includes working with partner organizations, media trainers, media outlets, freelance journalists, and journalism faculties in Jordan to strengthen human rights reporting and practical training modules while helping build a local hub for innovative data journalism production.

### **About JHR**

Journalists for Human Rights (JHR) is a leading international media development organization based in Canada with experience in more than 22 countries across the world. JHR’s mission is to empower journalists to cover human rights stories objectively and effectively to benefit their own communities. For more information, please visit <http://www.jhr.ca/>

Duties and responsibilities include the following:

- Be constantly and proactively involved in the development of new project proposals for national and international donors to help JHR’s strategy of expansion in Jordan and the region;
- Personally attend all activities related to project management, including administration, accounting, staffing and reporting;
- Manage liaisons with the different partners and the donor(s) at local level and all concerned authorities at the national and regional level;
- Produce planning documents, including related financial provisions, under the supervision of the Program Manager at Headquarters level;
- Produce periodic official reports according to project deadlines and donor-related requests, to be submitted to the Program Manager for editing and final approval;

- Ensure the elaboration of monthly internal reports to be submitted to the Program Manager on achievements, projects, problems encountered, pertinent developments, and strategic needs;
- Draft quarterly reports according to donor's requirements;
- Supervise all project activities, guaranteeing a constant support to all project stakeholders;
- Guarantee clear documentation of all project activities, including monitoring and evaluation, through reports and other visibility tools, as required and agreed upon with JHR Headquarters;
- Be involved in visibility actions taken by JHR Headquarters in order to promote in-country and regional activities, including raising funds and working on communications material and campaigns;
- Attend meetings with representatives from local and international government and non-government, private sector and civil society organizations, whenever required;
- Report to the Program Manager at Headquarters level, through e-mails, other mailing, telephone calls and periodic reports, as required;
- Manage sub-grants for local partner organizations, ensuring funds are used in compliance with program objectives as well as with JHR and donor policies and procedures.
- Ensure the project is in compliance with all grant agreement rules, requirements and regulations as well as with JHR internal policies and procedures;

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#### Qualifications

- A degree in journalism, social sciences, public administration or management (or, in lieu of a degree, 5 years of professional experience);
- A minimum of three years of experience in project development (fundraising) AND management;
- Sound knowledge of the political, social and media environment in Jordan and the Middle East;
- Fluency in English and Arabic required; French desirable;
- Experience in journalism and communications highly desirable;
- Interest in human rights and ICT tools highly desirable;
- Experience in communications and outreach highly desirable.

If you are interested in the above position, please submit your cover letter/motivation letter and résumé/curriculum vitae to Mr. Naregh Galoustian at [naregh@jhr.ca](mailto:naregh@jhr.ca) by February 1<sup>st</sup>, 2015.

The interviews will be taking place in Amman, Jordan during the first week of February 2015. For those unable to attend the interviews in person, other arrangements will be made available.

We thank all those who are interested. However, only the shortlisted candidates will be contacted.