Position: Field Coordinator
Location: Amman, Jordan
Starting date: December 2013
Contract: 1 year, renewable.

Overview
Jordan Media Institute (JMI) & Journalists for Human Rights (JHR) are seeking a Field Coordinator for their media development project based in Amman, Jordan. The project has a focus on Information and Communication Technologies, data and human rights journalism. The Jordan Media Institute, a degree-granting institution in journalism, will host the project and will be the implementing partner and supported with other local partners in Jordan.

Duties and responsibilities include the following:

- Be responsible of the overall project management and implementation from Amman, Jordan;
- Personally attend all activities related to project management, including administration, accounting, staffing and reporting;
- Manage relations 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 JHR and JMI;
- 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, through reports and other visibility tools, as required and agreed upon with JHR & JMI;
- Be involved in visibility actions taken by JHR & JMI in order to promote in-country and regional activities and to raise funds accordingly;
- Attend meetings with representatives from local and international government and non-government, private sector and civil society organizations, whenever required;
- Be constantly involved in the development of new project proposals for private and public donors according to JHR’s Country and Regional strategy;
- Report to the Program Manager in JHR and under supervision of JMI’s training department, through e-mails, other mailing, telephone calls and periodic reports, as required;
- Carry out briefing and de-briefing with the Program Manager at JHR at the beginning and at the end of his/her assignment;
- Ensure the project is in compliance with all grant agreement rules, requirements and regulations as well as with JHR internal policies and procedures;
- 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.
Qualifications

- A degree in journalism, social sciences, public administration or management;
- A minimum of three years international experience in project development AND management;
- Sound knowledge of the political, social and media environment in the Middle East;
- Fluency in English and Arabic required; French desirable;
- Experience in journalism and communications highly desirable.

If you are interested in the above position, please submit your cover letter/motivation letter and résumé/curriculum vitae to hr@jmi.edu.jo by November 30th, 2013.

The interviews will be taking place in Amman, Jordan during the first week of December 2013. 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.