



## Job Description

<b>Position title:</b>	Projects Coordinator (مساعد مشاريع)
<b>Reporting to:</b>	The Projects Officer/Manager and/or the Dean
<b>Type of position:</b>	Full time
<b>Type of contract:</b>	Limited term (yearly)

### Main tasks and responsibilities

1. Develop and maintain local, regional and international donor databases
2. Develop and maintain a database for journalism and media training professionals
3. Develop and maintain a database for JMI's projects and training activities
4. Develop and maintain the Projects and Training Section's archives
5. Contribute in the process of seeking and securing grants by assisting in conducting research and in preparing concept notes and grant proposals
6. Assist in the organisation and implementation of project and training related activities
7. Assist in preparing all documentation related to the implementation of projects and training activities
8. Handle clerical and administrative support tasks related to the implementation of projects and training activities
9. If applicable and when needed, deliver training sessions in the field of specialization and/or assist the trainers
10. Any other tasks assigned by the immediate supervisor and/or general manager in the field of specialization.

### Required qualifications and skills

- A degree in development, public relations, media or any relevant field
- Previous experience (1 to 2 years) in the project management and training field is an asset
- A background in journalism and media is an asset
- Good typing (Arabic/English) and IT skills
- Very good oral and written command of the English and Arabic languages
- Responsible and eager to learn
- Willing to work under supervision and as part of a team

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- Good organisational and planning skills.

**Job description adoption date**

October 2019

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