

Project Coordinator

Luminus Education is seeking to employ a Project Coordinator in Irbid Governorate, to work in a contemporary project funded by the European Union. The Project Coordinator will report to the Project Manager; this role is dynamic and involves coordination with multiple stakeholders, departments and group HQ in Amman. Please note that Luminus Education only accepts applications via e-mail.

Job title	Project Coordinator
Department	Project Management Office (PMO)
Reports to	Project Manager (PM)
Classification	Full time
Location	Irbid Governorate – The Hashemite Kingdom of Jordan

Job purpose

The Project Coordinator will be responsible to effectively manage and coordinate all project related tasks, in addition to keeping track on information and inputs. The role would also include supervising/overseeing day-to-day operational activities.

Duties and responsibilities

- Work directly with the PM and assist him in accomplishing daily operational tasks
- Coordinate work with project stakeholder including Donor, Partners and beneficiaries.
- Preparation of required paperwork and materials needed for daily activities/tasks

- Handle day-to-day operations.
- Work with Financial manager and M&E coordinator to prepare daily, monthly, quarterly and yearly financial and narrative reports.
- Prompt record keeping and data entry
- Assisting in managing events, specifically launch and information day events
- Formulation of reports using Microsoft Office programmes
- Preparation of daily reports
- Other tasks as required by the PM

Competencies

General Competencies

- Ability to work under pressure
- Strong communication skills (both Oral and Written)
- Ability to be a part of dynamic team and a valuable team player
- Business writing skills, in addition to experience in formulating formal/commercial correspondences.
- Time management

Multi-tasking and prioritising of tasks **Qualifications and Experience**

Minimum Experiences

- Bachelor's degree in Business Administration or any related field
- At least three years of relevant experience of project management working in Administrative and Operational positions or related positions. Working with donors, international Non-Governmental Organisations (NGO's) and/or international institutions is a plus.
- Ability to demonstrate extensive research skills on an international capacity to promote further understanding of the project
- Fluency of Arabic and English (Written and Spoken).