

## **Jordan Society of Tourism and Travel Agents Job Vacancy Field Project Coordinator/ Irbid City**

### **Objective:**

The objective of this position is to work on the trainings will be conducted in the target areas. He/she will be working with the instructors in developing the curriculum, doing all administrative work, implementing the marketing campaigns, working on the required logistics, doing the evaluation for the trainings and managing all areas related to education and training.

### **Scope of Work:**

The Coordinator will be responsible for the following activities:

- Oversee and monitor training for interns in university campus.
- Coordinate workshops and trainings and implement according to the action plan.
- Monthly/weekly Reporting (or more if necessary) to the project manager or to donors.
- Maintains an accurate and up-to-date record keeping system as deemed necessary for meeting program objectives.
- Supervises purchasing of equipment and any materials as required for trainings.
- Coordinating/Monitoring of the execution of project with the team on the field
- Preparation of schedules with the project managers
- Preparation of payment requests related to project management
- Participation in all coordination meetings, prepare minutes of meeting
- Maintain confidentiality in all aspects of client, staff and agency information.
- Other duties as assigned by management
- Receive and accompany people to field visits
- Monitoring of the data base entry and have it updated
- Perform other related duties incidental to the work described herein.

### **Qualifications and Requirements**

The Project Coordinator shall have the following minimum qualifications to be considered for this position:

#### ***EDUCATION***

Work requires completion of a Bachelor's degree

#### ***EXPERIENCE***

The Field Coordinator main responsibilities are: to oversee, coordinate and consolidate the day to day running of grant objectives and to ensure a smooth implementation of projects and

operations' activities in order to achieve the desired results within the set time frames and efficiently utilizing the resources available.

Under direct supervision of the grant Manager, performs a variety of functions and tasks in collaboration also with the donor.

#### **LANGUAGE**

- Excellent written and spoken Arabic & English.

#### **SKILLS**

- Proficiency in computer office applications;
- Proven interpersonal skills and ability to effectively work within a multi-cultural environment.
- Strong stakeholder management;
- Excellent communication skills with donor agencies, private sector and local communities in regard to participative planning and community based socio economic development;
- Excellent writing and reporting skills in English and Arabic.

Interested candidates should send a cover letter, CV and contact information for three references via email to: [grant@jsta.org.jo](mailto:grant@jsta.org.jo) and include the position in the subject line. Only short-listed candidates will be contacted.

**Deadline: March 5, 2018.**