



PRCS is looking for **Project Coordinator in Mental Health Department** to work at the PRCS HQ in Al Bireh. Applications are only received through the e-mail listed in this advertisement. Job details can be found on the PRCS website

[جمعية الهلال الأحمر الفلسطيني - Careers \(palestinerocs.org\)](http://palestinerocs.org)

Job Title: Project Coordinator in Mental Health Department

About PRCS:

The Palestine Red Crescent Society (PRCS) is an officially recognized independent Palestinian National Society. It enjoys legal personality and is part of the International Red Cross and Red Crescent Movement. The Society, which operates in Palestine and the diaspora, works in the field of humanitarian work, relief, health and social services.

Responsibilities:

- To Coordinate and oversees all project management functions.
- Supervises and coordinates timely and efficient implementation of all project activities.
- Works closely with project field coordinators to develop implementation plans, worksheets and reports.
- Participate in budget planning and project spending control.
- Manage project participant databases on Excel.
- Coordinate and networking with the PRCS departments and relevant institutions to help achieve the results and outputs of the project.
- Perform other related tasks requested by the Director of the Department.



Qualifications and Experience:

- A bachelor's degree in the area of community development, human sciences, business administration or another relevant field.
- Experience in community development or project management including working using participatory and community led approaches.
- Computer literate especially Microsoft office applications.
- Excellent communication and writing skills in Arabic and English.
- Ability to organize work, lead and deliver activities with high level standards, and proven track record in producing quality work.
- Prepared to work under pressure.

Qualified candidates are invited to submit their resumes and cover letters in English language and with 3 traceable references with the subject “**Project Coordinator in Mental Health Department**” to jobs@palestinercs.org no later than **5/9/2024**.