



PRCS is looking for **Project Coordinator** in Planning, Partnership and Projects Department to work at the PRCS HQ in Al Bireh. Applications are only received through the e-mail listed in this advertisement no later than/2024 Job details can be found on the PRCS website

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

Job Title: Project Coordinator

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:

- Coordination and management of the project and its activities according to the PRCS's and project documents, under the supervision of PRCS portfolio manager, and project manager.
- Ensure all activities are implemented in accordance to project action plan.
- Produce progress monthly reports, and any update on each activity, achievements, and constraints faced, and produce final reports, and provide reporting support as requested.
- Monitor project outcomes and to ensure all activities are completed in a timely and efficient manner.
- Coordinate with the different PRCS departments' staff, partners for effective implementation of the project plan.
- Contribute to implementing projects activities while adhering to excellence and quality standards in a manner that is consistent with PRCS's principles, mission, and vision.
- Organize all related logistical arrangements for the implementation of the planned activities.



- Conduct field visits and follow up activities with partners and beneficiaries when requested.
- Contribute to submitting required reports and other requirements in line with the approved deadlines and formats as requested by project manager and portfolio manager.
- Compile, maintain, and document the projects related reports, daily work records, and other relevant documents.
- Collect data from PRCS departments on a regular basis to measure achievement against the performance indicators.
- Work closely with the PMER officer and maintain M&E database; analyses and aggregate findings.
- Support projects progress reporting, projects mid-term review and final evaluations.
- Knowledge management and reporting along with other tasks that may be required.

Qualifications:

- Bachelor's degree in business administration, social sciences, or any other related fields.
- Minimum of 3 year experience in supervision and monitoring of the project implementation and impact measurement.
- Computer skills: sound knowledge of standard software (mainly MS Office)
- Very Good Command in both English and Arabic, for oral and written communication.
- Excellent attention to detail and strong organizational skills including ability to prioritize and multi-task.
- Willingness and ability to travel to other cities within the West Bank as needed.

Qualified candidates are invited to submit their resumes and cover letters with the subject **“Project Coordinator”** to jobs@palestinercs.org no later than **19/9/2024**