



PRCS is looking for **Project Coordinator** in Disaster Risk Management 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 **20/4/2025** 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.

#### **Summary of the job:**

Contributing to the developing of the project framework planning and monitoring process according to PRCS vision and policies in general, and in the field in particular. In addition to following up all of the administrative and financial issues which are related to the implementations of the project activities, a distinct project coordinator is able to oversee all project activities, and to identify any problems, and make sure solved immediately.

#### **Responsibilities:**

- Preparing, developing and close monitoring of the plan of action of the project in coordination with the department and other departments that are involved in the same project.



- Monitoring and following up the project staff with PRCS branches and related programs in addition to confirming the implementation of the project activities according to the plan of action. (Direct Reflection of Operational and Financial developments and changes related to each activity regularly)
- Following up the project through conducting field visits in PRCS branches, relevant programs, project staff, and, institutions that are relevant.
- Conducting periodic meetings with PRCS branches and programs staff who are involved in the project under the supervising of the department, and manage WASH team for accredited ongoing and planned activities under the project.
- Preparing and writing the statistical developments of the project and the needed daily, weekly, monthly and narrative reports of the project in cooperation with the project team representatives in branches and the relevant departments.
- Participating in the procurement process and committees while ensuring that the items and documents received are identical and under the requirements of PRCS and donor standards.
- Ensure that all WASH components are implemented as per the project papers and including: design, developing of bills of quantities, as per identified needs and within provisions of the project budget in compliance with the accredited project design and plan of action.
- Conducting periodic meetings with the relevant departments.
- Conducting periodic revision to the project budget and modifying it according to any changes that occur on the implemented activities in cooperation with the relative departments. (Direct reflection of changes and connection to activities progress with the project accredited Plan of Action)
- Participating in designing the training plans and preparing the training materials besides training the project implementers (branches, staff and volunteers).
- Conducting and Following the planned monitoring and evaluation activities accredited for the project, Including the satisfactory surveys and evaluation-assessment pre, during and post implementation plans.
- Participating in preparing the project bulletins in cooperation with the relevant departments.
- Preparing and monitoring the estimated budgets of the projects in accordance with PRCS vision and needs.



- Preparing the annual purchase plan of the project. (Periodic payment tables)
- Conducting any other duties that is related to the project (or the department) with the relative concerned or departments.
- Develop and maintain good relationships and lines of communication with relevant local authorities and health providers, prior to intervention explaining PRCS role and liaising with them during all phases of the project.

### **Qualifications:**

- A bachelor degree in Engineering or any other related field.
- A working experience of 3 years as a project coordinator.
- Attended courses that is related to the field.
- A prior knowledge in WASH (Water, Sanitation and Hygiene) in general, WASH-FIT tool, and WASH in Healthcare Facilities specifically is preferred (Prior Working experience in the mentioned is also preferable)
- Ability to prepare statistical and construction reports.
- A complete knowledge of designing budgets.
- Organizing and planning skills.
- Ability to monitor and follow up the project.
- Skills of using related computer programs. (Microsoft Office Suit)
- Languages Proficiency: English (Very Good) and Arabic (Excellent) in writing, speaking and reading.
- Knowledge of PRCS rules and instructions of purchase.
- Communication skills.
- Working under pressure
- Ability of solving problems
- Team working
- Ability to supervise others.
- Ability to move freely.

Qualified candidates are invited to submit their resumes and cover letters with the subject “**Project Coordinator**” to [jobs@palestinercs.org](mailto:jobs@palestinercs.org) no later than **20/4/2025**