Position Description

<table>
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<tr>
<th>Job Title: Project Coordinator for Social Dialogue and Gender Based Violence</th>
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<td><strong>Commencement date:</strong> As soon as possible</td>
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<td><strong>Contract term:</strong> 31 December 2022</td>
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<td><strong>Location:</strong> Beirut Lebanon</td>
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<td><strong>Travel required:</strong> National and some regional</td>
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<td><strong>Team:</strong> PSI MENA</td>
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**Overall responsibilities:**
The Project Coordinator is responsible for the implementation of PSI policy in terms of Social Dialogue and Gender Based violence for workers delivering public services in the Arab Sub region. S/he will work with relevant trade unions, relevant bodies and other allies, in order to successfully promote social justice and equalities.

**The key responsibilities of the role include:**

1) **Project Cycle Management**
- Plan activities, participate in the definition of activity planning and validation tools (terms of reference, operational budgets) and ensure their execution, in line with the project deadline, taking into account the outputs and indicators defined in the project proposal.
- Lead and supervise the project team members, mainly the National Coordinating Committee (NCCs).
- Provide strategic advice to the team members as well as the project stakeholders on the necessary actions to be taken for the delivery of the expected project outputs.
- Prepare the regular project activity and contract reports.
- Coordinate necessary researches on social dialogue and Gender based violence.
- Design and deliver capacity-building programmes together with the affiliates.
- Implement a monitoring, learning and evaluation strategy: tools, methodologies and activities.
- Ensure all deliverables of the project, including narrative reporting and indicators.

2) **Finance and Administration**
- Draft annual operational budget.
- Oversee project funds and maintain required project administration in compliance with the Solidarity Support Organisation’s rules.
- Monitor programme budgets by regularly monitoring the status of expenditures against allocated budgets and programmatic forecasts.
3) Communication & Representation

- Ensure internal and external communication.
- Draft reports for PSI governance bodies.
- Provide media content for mainstream social media and union-targeted communications.
- Represent PSI to affiliates and in other fora where necessary.

Other duties as assigned by the Regional Secretary, the Sub Regional Secretary or Head Office Project Staff.

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Supervision: The Project Coordinator will report to the Sub regional Secretary for Arab countries.

Cross-functional links: The position will work in close collaboration with the Project and Finance Staff at PSI Head Office and form a team together with the other staff in the PSI MENA office.

Engagement conditions: Employment contract, fixed term until 31/12/2022, equivalent to 1.100 to 1.400€ gross per month, depending on experience and profile. Additional benefits include a 13th month payment and health insurance.
Selection criteria

Content Expertise:
• Knowledge of trade unions in the MENA region and International Labour Standards (ILS).
• A degree in social sciences, Labour Relations or equivalent is a plus.

Skills and Attributes:
• Strong project and financial management skills.
• Experience designing and delivering capacity-building programmes.
• Ability to conduct /coordinate research.
• Participatory facilitation skills.
• Strong time management and task coordination skills.
• Strong team player, able to communicate with different colleagues from diverse backgrounds.
• Network coordination skills and ability to coordinate in a democratic alliance.
• Demonstrated experience drafting timely, accurate reports for internal and external accountability.
• Demonstrated commitment to gender equality and experience working to advance gender equality within organisations or movements.
• Ability to travel across the region.

Experience:
At least 2 years’ experience in project coordination within the trade union movement, civil society or equivalent at national or regional level.

Languages:
Ability to write and speak fluently English and Arabic.