**Vacancy Announcement**

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| **Position title** | **Project Coordinator** |
| **Vacancy No.** | YAO-Sul-19-28 |
| **Employment Type** | Full-time |
| **Duration** | 9.5 Months |
| **Duty station** | Sulaymaniyah |
| **Estimated Start Date** | As soon as possible |
| **Closing Date** | Saturday 21/12/2019 |
| **Overview** | Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO as a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living. |
| **Job Description** | Youth Activity Organization (YAO) is seeking experienced and passionate Project Coordinator, who will work under the direct supervision of Programme Manager, to supports the project team in the day-to-day management of the project; including organization of activities, preparation of mission programmes and meetings. Also, taking minutes of meetings and reporting back on activity implementation, administration, accounting and bookkeeping as well as other related duties, including translation and interpretation as needed. |

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| **Main Duties and**  **Responsibilities:** | * Manage and coordinate the operational implementation of the project activities in the field. * Manage and coordinate the purchase procedures for goods and services with the finance and logistics team, in line with YAO procedures. * Responsible for the planning, development and organization of activities (both from a content point of view as well as related activity budgets) in close cooperation with the project’s beneficiaries and partners. * Establish strong working relationship with targeted communities, including local governments and identification of local focal points. * Contribute to design and implementation of community-based soft-skills training programmes. * Collecting and compiling regular and adequate narrative and financial reports on project progress according to the agreed upon procedures for planning, budgeting, monitoring and evaluating. * Preparation of monthly report providing an overview of the progress of activities, results achieved, bottlenecks, potential obstacles and necessary follow-up actions. * Reports on meetings and coordination platforms and other information sharing of relevant technical meetings. * Responsible for the project’s office administration. * Undertaking other activities as required to fulfil the achievement of the project goals. |

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| **Required Qualifications & Experience** | **Education:**   * Relevant University Degree and/or equivalent qualification.   **Experience:**   * Minimum 3-year experience in working with NGOs/UN agencies. * Previous management experience. * Outstanding motivational skills and ability to enthuse teams and youth alike * Ability to build networks and create connections * Commitment to help persons of concern and willingness to cooperate with counterparts. * Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure * Cultural awareness and ability to build relationships quickly with a wide variety of people.   **Knowledge:**   * Excellent communication and facilitation skills. * Self-reliant and able to work independently. * Excellent diplomatic and leadership skills * Personal integrity and credibility * Strong interpersonal and intercultural skills. * Ability to use computer, including emailing and Microsoft office (Excel, Word, and PowerPoint, …), and using tablets * Report writing skills.   **Languages:**   * Excellent communication skills Verbal and written Kurdish, Arabic and English. |

**How to apply:**

Qualified Candidates should submit Cover Letters with their CVs attached electronically to [jobs@yao-iraq.org](mailto:jobs@yao-iraq.org) with indicating the position they are applying for in the subject of the email.

Email subject must read: **YAO-Sul-19-28**

* Email without vacancy title will not be considered. Email after the closing date will not be considered. Only short listed candidates will be contacted
* **YAO** is an Equal Opportunity Employer. YAO considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.