

# Project Coordinator for Capacity Building & Organisational Development

in Amman, Jordan



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**We are looking for a Project Coordinator to join our dedicated team in Jordan starting 1 September 2018.**

## Who we are

forumZFD supports people involved in violent conflicts on the path to peace and strives to help overcome war and violence. forumZFD is currently working with peace consultants in Germany as well as ten other countries in Europe, the Middle East and South East Asia. Its Academy for Conflict Transformation offers a learning space for professional, international peace work. Through dialogue events, educational work and campaigns, forumZFD actively advocates civil peace policy. forumZFD is recognised by the German federal government as a member of the Civil Peace Service (CPS) consortium. It finances its work through public and private grants, donations and membership fees.

## Our offer

We offer an attractive position with responsibilities for a minimum of two to three years in a growing organization. We also offer participation in qualification and professional development courses (among others, at forumZFD's Academy for Conflict Transformation), a project-based preparation, regular coaching and, where appropriate, participation in a language course. As the position is based on the German Development Aid Workers Act (EhfG), it is restricted to citizens of the EU and Switzerland. The position is remunerated according to the provisions of this law, including comprehensive social security benefits and financial reintegration assistance upon return. Working for forumZFD, you will be engaged within the innovative field of conflict transformation and peacebuilding through contributing your ideas and skills.

## Your tasks and responsibilities

As a Project Coordinator you will contribute to the implementation and further development of the forumZFD programme in Jordan, especially within the area of Capacity Building and Organisational Development. You will be working closely with a local Project Manager supporting partner organisations operating within different communities across Jordan through field work and technical advice.

Your main tasks include designing tools, methods and activities in the area Capacity Building and Organisational Development. You will support the implementation and planning of project activities in the areas of Community Mobilising and Conflict Transformation. This includes also the project documentation and presentation, internal knowledge-management processes and PM&E on project and programme level.

You will be part of a new programme that is currently starting and developing its structures. Also, you will participate in the exchange and communication with local actors and partner organisations.

## **Your profile:**

- Proven professional experience in Capacity Building and Organisational Development (min. 2 years);
- Ability to design creative tools and methods based on needs of partner organisations;
- Experience working with refugees and cooperating with Community Based Organisations, initiatives and NGOs in an intercultural context;
- Proven intercultural skills in addition to experience working and communicating in a team with diverse backgrounds;
- Psycho-social capabilities and awareness working with traumatised participants; resilience and high frustration tolerance is needed;
- Very good proficiency in English is a must, knowledge of Arabic is preferred;
- Sound IT skills (Office applications and presentation skills);
- Driving licence and experience;
- EU or Swiss citizenship is required for this position.

## **Start of assignment**

Ideally, you are available to start working on **1 September 2018** (preparation courses, followed by at least two to three years' work within the project with the option of extension).

## **Your application**

Please send your application (letter of motivation and CV) to [application@forumZFD.de](mailto:application@forumZFD.de) **latest by 5 August 2018.**

An assessment centre as part of the selection process is planned to be scheduled on **22-24 August.** In case of any questions, please feel free to contact Mr Christian Gülisch at [guelisch@forumZFD.de](mailto:guelisch@forumZFD.de).

Please find further information about our organisation and our assignments online at [www.forumZFD.de](http://www.forumZFD.de). This job advertisement as well as further employment postings can be viewed at [www.forumZFD.de/jobs](http://www.forumZFD.de/jobs)

**We are looking forward to your application!**