

Grant Projects' Coordinator

Location: [Europe & the Middle East] [Georgia]

Town/City: Tbilisi

Category: Project Management

Job Type: Fixed term, Full-time

Grant Projects' Coordinator

World Vision is a Christian humanitarian and development organization working to create lasting change in the lives of children. Established in 1950, World Vision operates in nearly 100 countries worldwide. It is a Christian relief, development and advocacy organization dedicated to working with children, families and communities, to overcome poverty and injustice. We pursue life in all its fullness for every child and serve all people regardless of religion, race, ethnicity or gender.

LOCATION

Tbilisi, Georgia

DURATION

One year with a possibility of prolongation.

PURPOSE OF THE POSITION

To work closely with communities, stakeholders, partners and the AP staff for implementation of project activities in target communities and ensure a high level of quality and effective performance.

MAJOR RESPONSIBILITIES

1. Coordination of Project activities

1. Coordinate implementation of Project activities according to the set objectives and plans of action, ensuring compliance with the project goal and donor requirements;
2. Work closely with, project partners, stakeholders, communities and the AP (DC) staff to ensure a high level of quality and effective performance.

1. Finance Management

1. Monitor project budget and expenditures for all projects components;
 2. Ensure financial management of project activities in relation to project's goals and objectives, annual schedule of activities, timing of expenditures, budgets, etc.;
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1. Monitor all procurement procedures within the projects in accordance to the organization requirement in cooperation with WVG Admin Department;
 2. Maintain the financial and procurement documentation.

1. Reporting and other duties

1. Coordinate and lead reporting workflow within the projects.
2. Organize and conduct different workshops and presentations related to the project's activities.

3. Develop all (monthly quarterly, semi-annual and annual) reports in a professional manner and submit timely per WVGeo and donor requirements.

1. Project Development and Promotion

1. Maintain, enhance and develop positive relationships with all project stakeholders in project coverage areas, including governmental and non-governmental bodies;
2. Liaise and represent project with the donor, different governmental agencies and other NGOs when and as needed;
3. Ensure that the project staff and stakeholders are aware of and respect the WV Policies;
4. Handling and resolving conflict situations and other problems (in line with legal requirements and standard procedures);

REQUIRED QUALIFICATIONS

The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training:

Education:

Bachelor Degree Business Administration, Social Science or related field

Knowledge & Skills:

- Good communication, interpersonal, and negotiation skills;
- Ability to think creatively and analytically and to resolve difficult problems;

- Ability to manage multiple projects at various stages with multiple different priorities;
- Ability to analyze and interpret financial data and prepare financial reports;
- Ability to work cooperatively with a variety of actors;
- Have a thorough knowledge and understanding of the political, legal, economic and cultural context of Georgia, especially with regards to child welfare systems and reforms in Georgia;
- Strong organizational and time management skills;
- Exceptional verbal and written communication skills, with thorough knowledge of Georgian and English (both verbal and written);
- Honesty and strong commitment to implementation of the rights of children and WV principles.

Experience:

- At least four years' experience in the similar position;
- Minimum of 5 years work experience in development and implementation of child focused projects;
- Experience in project design, implementation, monitoring, evaluation and report writing;
- Research experience and skills in data analysis.

Work Environment:

Willingness to be flexible with hours when necessary and ability to travel locally up to 15% of time.

APPLICATION PROCEDURES

If you are interested to apply, please register at <https://careers.wvi.org/job-search>. By registering and applying you confirm that the organization is open to background checks including watchdog screening (where applicable).

No information inquiries will be handled over the phone. Only short listed candidates will be notified for the interview.

The deadline for submitting the applications is 13 October, 2020.