

## Field Coordinator for UNHCR-funded Project

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

Town/City: Yerevan

Category: Field Operations

Job Type: Fixed term, Full-time

**Field Coordinator for**

**“Protection Assistance and Monitoring of Persons of Concerns in Armenia” Project,**

**funded by UNHCR**

**“World Vision International”, Armenian branch**

### **LOCATION**

Yerevan, Armenia

### **DURATION**

5 months’ full-time position with possible extension

### **PURPOSE OF THE POSITION**

The position is intended to provide a wide range of support activities within the project and based in WV Armenia National Office. The key role of the position is to coordinate all activities to be performed by the 36 social workers and psychologists. The position will require strong planning

skills, close attention to detail, ability to handle multiple tasks and strong communication skills.

Project has the following outputs: 1. Community support strengthened; 2. Improved reception conditions of host communities; 3. Improved or maintained quality of registration or profiling; 4. Specific services for persons with specific needs are strengthened.

### **MAJOR RESPONSIBILITIES**

- Coordinate project activities, including planning, liaising with Project Manager and other WV Armenia departments/units,
- Ensure smooth implementation of all project activities as per the elaborated Project Action Plan and ensuring compliance with the project goal and donor requirements. Establish and maintain effective project reporting and filing. Submit timely accurate and professional progress reports to the supervisor,
- Create strong relationship with partners/ municipalities,
- Ensure donor visibility based on the requirements,
- Perform other relevant tasks assigned by the Project Manager.

### **REQUIRED QUALIFICATIONS**

- University degree in Business Administration or Social Sciences,
- Two years' work experience in the social area (work with families),

- Experience of working with community-based organizations (local government, social services, health care providers, educational institutions, NGOs),
- Experience in establishing and maintaining relationships with stakeholders,
- Database management experience,
- Active listening and strong facilitation skills,
- Strong communication skills,
- Critical thinking,
- Good computer skills including: Microsoft Word, Excel, and Power Point,
- Knowledge of Armenian and English languages,
- Driving license is an asset,
- Willingness and ability to travel within country for 50% of work time.