

## Project Coordinator/ Civil Engineer

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

Town/City: Amman

Category: Field Operations

Job Type: Fixed term, Full-time

**Job Title: Project Coordinator/Civil Engineer**

### **JOB PURPOSE:**

The purpose of this position is to coordinate 2 critical aspects of the GIZ funded programme multiyear and multi Donor funded programme: Green Center operations and the Litter Picking (LP) new component in Azraq camp by managing 2 Green Centre supervisors, LP Field Coordinator and overall management of 11 – 12 staff, as well as to coordinate the commercial part of the intervention with the SCM Department. and will play a significant role in the leasing with local authorities to prepare the ground for future handover of SWM activities to the local government.

### **MAJOR RESPONSIBILITIES:**

- Managing performance of the extended team (3 direct managerial lines and overall
- 11-15 team members in the camp)
- Support day to day and weekly targets of the project Admin/finance officer including the data entry team in coordination with PM.
- Oversee the Green Centre and Litter Picking components of the operation in the camp.

- Acting as an PM OIC when needed
- Support with camp actors and local government the SWM operations in the camp along with the PM.
- Contribute in WASH strategies development both at organizational and at the camp WASH sector levels.
- coordinate the operation cash flow and budget for certain activities and upon PM request.
- Oversee the commercial component of the programme to increase the recovery percentage of recyclable materials.
- Oversee the operation maintenance and provide an effective solution in coordination with SCM.
- Apply innovative solutions to enhance the effectiveness of operations from
- engineering and operational perspectives
- Coordinate Green Center related construction, procurement and logistic needs/issues with respective departments
- MEAL department involvement of the project progress checks

## KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

### **Required Professional Experience**

- Coordinator and Construction experiences

- Minimum 2-3 year of coordination experience
- Minimum 1 years of working experience in the camp - preferable
- Minimum 1 year of working experience in SWM – preferable

**Required Education, training, license, registration, and certification;**

Bachelor Degree in Civil Engineering or any related fields.

Strong engineering technical skills

Knowledge and practical user of engineering software

**Preferred Knowledge and Qualifications;**

- Certificate or ongoing involvement in the PMP course is preferable
- Understanding of SWM issues in the country and in the refugee camp
- Cross-cultural sensitivity, flexible world view, emotional maturity and physical stamina
- Excellent communication skills and ability to build collaborative relationships
- Ability to foster a good team spirit
- Ability to transmit information correctly with accountability and maintain confidentiality
- Team management skills
- Ability to work under pressure

- Creative with coming up with new ideas & solutions

**Travel and/or Work Environment Requirement;**

Azraq Camp 90%, Office 10%

**Language Requirements;**

- Excellent knowledge of Arabic and English