

Job Vacancy

Project Coordinator (m/f/d), Full-time, Aid Project Ukraine

IsraAID Germany e. V. is a non-political humanitarian aid organization that is committed to supporting people who have experienced suffering and emergency situations in and outside Germany. Our various projects are based on a holistic working methodology that combines psychosocial support, empowerment work and, in emergency situations, humanitarian aid supplies to help those people in crisis to transition, reconstruction, rehabilitation and a sustainable way of life. Our work is facilitated by a multicultural team of specialists.

We are looking for a Project Coordinator (m/f/d) at the earliest opportunity for our Ukraine aid project. This position is open to candidates from both within and outside Ukraine. Initially, the position is limited until 31.12.2023, but an extension is being sought.

Your responsibilities:

In filling the key leadership role for our project in Romania and Ukraine, you are responsible for its successful implementation and its results. This includes the following tasks:

- You lead and coordinate all project activities and proactively ensure that all its goals are met as laid out in the project concept and planning schedules.
- You are the key manager and point of contact for the project team and project partners and provide support and guidance to them.
- You work closely with your direct supervisor and collaborate with other departments and personnel in the organisation.
- You conduct budget planning and budget monitoring in coordination with the finance officers and finance department.
- You are responsible for developing new project areas and phases as well as new strategic project directions in coordination with the development department and under the guidance and leadership of your direct supervisor.
- You ensure that the work implemented within the scope of your project follows and aligns with the organisation's professional and ethical standards, and you regularly strive to make further improvements in collaboration with our professional department.
- You lead and monitor evaluations and reports for your project in coordination with the project team and your project partners.
- You represent the organisation and the project in conferences, events, and meetings with key stakeholders.
- You ensure that the project offers good visibility material and opportunities to our communications department and in collaboration with them.

Your Profile:

- You possess an academic background in relevant fields and have gained leadership experience in humanitarian or development projects.
- You have an in-depth understanding of the context and current situation in Ukraine, and are very familiar with the local culture. Past experience in a project that relates to Ukraine would be advantageous.
- You have sound experience in leadership and team management.
- You fully embrace the goals and values of IsraAID Germany e. V.
- You are able to work completely independently and collaborate with others; possess excellent communication skills and a constructive way of approaching and engaging others and enhancing their motivation.
- You are a solution-oriented person, who sees challenges as an opportunity for growth and who addresses difficulties calmly and objectively.
- You speak fluent Ukrainian and English. Other foreign languages would be an additional advantage.

What awaits you:

- The opportunity to work for the welfare of others by participating in unique projects.
- A multicultural working environment and a highly motivated team.
- Flexible working hours and the possibility to work remotely from your home office.
- The option to participate in further education and training on a regular basis as well as regular individual consulting sessions.
- The opportunity to individually shape your professional and personal development with us.

Have we aroused your interest?

If so, please send your complete CV (cover letter, curriculum vitae and references) till the 05.02.2023 with details of your earliest possible start date to your contact person, Ms Maria Mettler: hr@israaid-germany.de. We reserve the right to conduct interviews before the application deadline.

You can find more information about our work and our organisation at <https://www.israaid-germany.de>