

Job Responsibilities

- Assist the project manager in the development of project management documents such as project budgets, project schedules, scope statements and project plans
- Execute project management administrative and bookkeeping tasks such as managing invoices, purchase orders and inventory reports, among other financial documents
- Supervise the project procurement process
- Monitor and assess project timelines
- Ordering necessary office supplies and project coordinate the allocation of project resources to ensure the project team has what's needed at the right time
- Help project managers monitor project progress and provide updates to project stakeholders
- Schedule stakeholder meetings, document and generate reports and briefs
- Support cross-team collaboration to help project team members complete project tasks and produce deliverables
- Organize and coordinate workshops, training activities, and other events for the project
- Consolidate surveys and evaluation sheets
- Conduct financial checks and other donor or organizational compliance checks.

Project Coordinator Skills

Here's an overview of the main skills that are required to lead the project coordination process effectively.

- **Communication skills:** Project coordinators interact with many individuals throughout the life cycle of a project, such as project managers, project sponsors, stakeholders and of course, the project team. For this reason, project coordinators must demonstrate excellent communication skills.
- **Problem-solving skills:** There will be issues, challenges and different types of problems, big and small. For this reason, project coordinators must have problem-solving skills that allow them to quickly come up with solutions and strategies.
- **Change management skills:** As projects are executed, there are many variables to control, and many situations that might force the project management team to make changes to the original project plan. Project coordinators must be able to adapt to these changes.
- **Organizational skills:** Project coordination, as its name suggests it's a demanding field that requires organizational skills such as time management, planning, goal setting among others that'll help the project coordinator be on top of his own duties and responsibilities and monitor the performance of others.

Required Qualifications, Experiences, and competencies

- A university degree in the field of Business management or Project Management
- Excellent reading, writing, and oral communication skills in English is essential
- At least 05 years filed experience in Project coordination, training management and learning management and reporting
- Demonstratable experience working with donor's, organizing multi stakeholder initiatives and coordinating with a wide range of stakeholders including government, civil society and non-government organizations
- Computer literacy in MS office package
- Applicant below age of 40
- Experience and knowledge of digital and social media marketing, learning management platforms and new digital tools in management
- Sensitivity and preparedness to work in a multi – cultural , Multi ethnic, and other diversities are highly essential

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