



Job Description

Position title:	Projects Officer - مشاريع مسؤول
Reporting to:	Immediate Supervisor: Projects Manager Overall Supervisor: JMI Dean or the staff he/she appoints
Type of position:	Full time
Type of contract:	Limited term with possibility for renewal upon mutual agreement

Main tasks and responsibilities

- 1- Research, develop and maintain local, regional and international donor databases.
- 2- Research, develop and maintain a database for journalism and media training professionals.
- 3- Research, identify and contact new potential donors and trainers, and follow up with current ones regarding ongoing activities.
- 4- Seek grants/donations through institutional fundraising by researching, writing and submitting concept notes and grant proposals in line with the specific guidelines set by donor organizations and JMI's mandate (in collaboration with the relevant staff at JMI).
- 5- Manage ongoing donor funded projects in accordance with the provisions set in project documents and concept notes (in collaboration with the relevant staff at JMI).
- 6- Write the narrative reports required by donors in the context of executing donor funded projects.
- 7- When applicable, supervise the work of persons hired in the context of donor funded projects, and ensure that they meet the requirements agreed upon with donors in project documents and concept notes.
- 8- Organize and follow up on the execution of project related activities (in collaboration with the relevant staff at JMI).
- 9- Prepare and maintain all supporting documents related to project implementation that should be attached to the narrative and financial reports that JMI submits to donors.
- 10- Develop and maintain the paper and electronic archives/files for relevant work 11. Any other tasks assigned by the supervisors as long as they are within the field of specialization.

Financial Management (in coordination with the Project Manager and the Financial & Administrative Manager)

12. Assist in preparing budgets for project proposals and training activities
13. Monitor and follow up on expenditure and income related to grants, projects and training activities
14. Assist in providing donors with any requested reports on the expenditure of their funds

Required qualifications and skills

- A degree in development, public relations, media or any relevant field
- A minimum of five years of experience in project management and/or revenue generation. A background in journalism/media training is an asset
- Experience in institutional fundraising through developing project proposals and concept notes aimed at donors
- Experience in managing and supervising the execution of ongoing projects
- Experience in organising and following up on the execution of training activities in the field of journalism/media
- Excellent research skills both online and off
- A good understanding of budget control, expenses and allocations
- Strong administrative, organisational and planning skills
- Strong communication, numeric and IT skills
- Ability to work independently and as part of a team
- Ability to maintain client confidentiality
- Strong oral and written command of the English and Arabic languages

Job description adoption date

December 2019