

Job Vacancy Announcement (Internally and Externally)

PROJECT COORDINATOR ASSISTANT

We are an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters, and exclusion from healthcare. We offer assistance to people based on need, irrespective of race, religion, gender, or political affiliation.

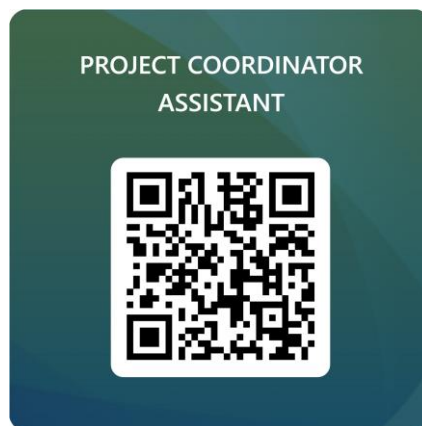
Job Family	Operations
Place of Work	Abu Kamal, Deir Ezzor, Syria
Level	6
Contract of Employment	Service Agreement for 3 months renewable <i>« We are still under the emergency phase of the project, and as such our longer term presence in Deir Ezzor is not yet clear. The project may shift focus to other areas as per the needs and activities. »</i>
Main Purpose: Provide support to the Project Coordinator in the administrative part of coordination tasks, ensuring a smooth relation with local and national authorities, contributing to the context analysis and follow-up, providing translations and interpreting in order to ensure the smooth running of the project.	
<u>Accountabilities:</u> <ul style="list-style-type: none">• Monitor and report on key issues (security, risk, etc.) to the Project Coordinator and provide support in analysing contextual information, through a sound knowledge of counterparts, in different administrations in order to improve decision making processes.• File and update field contacts and correspondence (with other NGOs, UN agencies, local authorities, media, etc) in order to ensure information sources accuracy and its availability on regular basis.• Assist the Project Coordinator in the drafting of correspondences with authorities and counterparts (government officials, UN agencies, NGOs, etc.) in order to ensure fluent and accurate communication flows• Assist the Project Coordinator in Internal and External Communication sessions and events about MSF (for National staff, the Ministry of Health staff, as well as local authorities) in order to improve awareness and public opinion adhesion.• Ensures the continuity of relations with local actors and keeps updated the list of contacts.• Organize advocacy contacts and appointments for the Project Coordinator with local authorities and partners to ensure the continuity of relations with local actors and involved counterparts.• Execute clerk-related activities as well as prepare and conduct briefings on the project context to new employees in order to facilitate their integration onboard and within the project environment.• Translate documents and act as an interpreter when needed	
MSF Section/Context Specific Accountabilities: <ul style="list-style-type: none">- Help and support the organisation to set up activities in the Abu Kamal area	

***We are an equal opportunity employer, we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.***

Requirements	
Education	<ul style="list-style-type: none"> Desirable, university degree.
Experience	<ul style="list-style-type: none"> Desirable two years previous experience in similar jobs in the field of humanitarian aid with MSF or other NGOs
Language	<ul style="list-style-type: none"> Mission working language and local language(s) essential
Location	<ul style="list-style-type: none"> Candidates from Abu Kamal city will be prioritised
Knowledge	<ul style="list-style-type: none"> Essential computer literacy (word, excel)
Competencies	<ul style="list-style-type: none"> Results Teamwork Flexibility Commitment Stress Management

How to apply:

“Important to scan the QR code or click the link below and fill the form for your application to be considered.”



<https://forms.office.com/e/GGnwiwcRca>

Only shortlisted candidates will be contacted through their email address.

Deadline of Application: **3 April 2025 (Thursday)**.

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