

Order of Malta Jordan NGO is currently selecting a **Project Coordinator** to join their operations in Jordan.

Work Location: Jordan – Amman (Headquarters) with frequent travels within the country

Duration: 12 months

Contract Type: To be defined

Start Date: March/April 2025; 12 months, renewable.

Application Deadline: 3 February 2025

Organization Description:

The Sovereign Order of Malta - SMOM is one of the oldest institutions of Western and Christian civilization. A lay religious order of the Catholic Church since 1113 and a subject of international law, the Sovereign Order of Malta has diplomatic relations with over 100 States and the European Union, and it has Permanent Observer status at the United Nations. It is neutral, impartial and apolitical. Today, the Order of Malta is active in 120 Countries caring for people in need through its medical, social and humanitarian works. Day-to-day, its broad spectrum of social projects provides constant support for forgotten or excluded members of society. It is especially involved in helping people living in the midst of armed conflicts and natural disasters by providing medical assistance, caring for refugees, and distributing medicines and basic equipment for survival. It is dedicated to the preservation of human dignity and the care of all those in need, regardless of their origin or religion. The activities of the Order of Malta in Jordan, carried out by the Sovereign Order of Malta Jordan Non-Governmental Organization, focus on different fields all aimed at granting the support of those most in need. It pursues its institutional and operational activity through the Diplomatic support of the Embassy of the Sovereign Military Order of Malta to Jordan and it is specialized most of all in the health field. The International cooperation programs are designed to provide specialized care, medical education and training with full respect to the laws and to the regulations of the Hashemite Kingdom of Jordan and will not allow its staff to engage in any activities which might disturb the peace, stability and public order or undermine national security, unity, culture and tradition of Jordanian society. Programs engage exclusively in the type of activities that have been authorized for the social welfare and public interest. It refrains from engaging in any profit-making activities and any political activities consistent with its declared humanitarian objectives and social development.

Project:

ACCESS project, funded by AICS – the Italian Cooperation Agency – in which Order of Malta Jordan NGO is a partner, wants to facilitate the access to assistance and basic healthcare services for children with neuro-psychomotor disabilities and their families, promoting the rights, dialogue, and social inclusion of vulnerable and disadvantaged individuals in different governorates of Jordan.

The equipping of six first aid centers and the establishment of a guidance and information service through the creation of a hub managed by trained and specialized operators allows for the expansion and strengthening of rehabilitative pathways, supporting both the improvement of health conditions and the social inclusion and empowerment of the beneficiaries.

Main duties and responsibilities:

- Supervision and coordination of the project activities assigned to Order of Malta Jordan locally, in coordination with the Project Leader, Progetto Sud ETS, to ensure the execution of the assigned activities and that the objectives are achieved within the scheduled timeframes and parameters;



- Contribute to the realization of the deliverables specified in the project;
- Management of the budget and of the administrative procedures according to AICS and Progetto Sud ETS guidelines;
- Monitoring of the activities on the field;
- Actively contribute to engaging beneficiary communities and stakeholders in project activities;
- Monitor the indicators' values included in the Logical Framework of the project and collect data for their implementation, under the supervision of the project coordinator;
- Financial and accounting supervision of the project regarding: expense recording, planning of local mission, guiding and controlling procedures for purchasing materials/equipment related to the project;
- Collaborate with the logistics team for project purchases, ensuring the proper application of procurement procedures (PRAG EU);
- Monitoring and evaluation: production of narrative and financial reports according to donor rules; finalization of all project management documentation and regular transmission to the project leader;
- Monitor the implementation of activities to ensure that they meet the needs of the target beneficiaries and comply with donor guidelines and procedures (AICS);
- Participate in coordination meetings with other project partners;
- Coordinate the headquarters staff in collaboration with the Country Representative: identifying human resource needs, coordinating work plans, supervising and monitoring tasks and activities;
- Communicate and collaborate with all project partners, working together to engage and mobilize beneficiary communities;
- Identify “best practices” from experiences carried out during the project;
- Actively participate and represent in project coordination meetings and thematic roundtables;
- Develop new project proposals in partnership with donors – especially AICS, local and international partners, opening new areas of intervention for the organization in the country and region.

Required qualifications and competencies:

- Master's degree or equivalent in Political Science, Economics, Law, or Social Sciences;
- At least 3 years of experience in managing development cooperation projects and programs;
- In-depth knowledge of the English language (written and spoken);
- Driving license;
- Sharing the organization's mission and values: professionalism, consistency, cooperation, respect, and creativity;
- Ability to initiate and maintain external relations with NGOs, government entities, public institutions, agencies, for-profit companies, and private donors;
- Ability to organize and coordinate group work and relate to colleagues, collaborators, and volunteers;
- Proficiency in the main IT tools;
- Willingness to work in remote areas;
- Ability to work in stressful and uncomfortable situations;
- Rigorous and organized in service management, meeting deadlines.

Preferred requirements:

- Knowledge of English and Arabic (written and spoken) level C1;
- Previous work experience in the MENA region;

- Previous experience in coordinating/managing national/international projects in the field of basic healthcare assistance services;
- Knowledge of networks and relationships with potential donors and relevant stakeholders in the social healthcare sector.

How to Apply:

If interested, please send your CV (in English) and a cover letter (in English) in PDF format and the consent for processing personal data in accordance with current regulations to the following email address: info@orderofmaltajordan.org, no later than **3 February 2025**. Please specify in the subject line of the email “**Vacancy_Project Coordinator ACCESS_Jordan_Name_Surname.**”

Order of Malta Jordan NGO will select candidates based on their professional qualifications, without discrimination, and is committed to providing an inclusive work environment that respects its organizational values of cooperation, respect, consistency, professionalism, and creativity. Pre-selected candidates will be invited for an interview at the Order of Malta Jordan headquarters (Amman) or online.

Order of Malta Jordan reserves the right to close the selection process earlier if a suitable candidate for the position is found.