



MOJAZ Foundation

JOB DESCRIPTION

1-BASIC INFORMATIONS

Job Name	Project Coordinator-Interest Free Loan (IFL)	Department	Programmes
Job Cadre	Professional	Job Grade	04 (Tier 02)

2-JOB DUTIES & RESPONSIBILITIES

- Plan, execute and manage project in accordance with agreed deliverables and standards;
- Develop comprehensive project implementation plan; and manage the assigned project to meet the project objectives within budget and allotted timeframe.
- Provide strong leadership of the assigned project, working to ensure both short / long-term positive impacts and outcomes.
- Develop and implement an appropriate and effective strategy, setting clear objectives and indicators for activities in consultation with other concerned staff and, where appropriate, with the local communities.
- Continuously monitor and supervise project activities, implementation and evaluation of progress through outputs and impacts using both quantitative and qualitative data.
- Provide input into the integration of beneficiary participation and accountability in all aspects of the project.
- Ensure accurate and timely reporting of activities according to MF standards, donor and other applicable timeframes and formats.
- Facilitate regular staff meetings to ensure awareness of project objectives, and opportunity for feedback.

Skills/Qualification:

- Master degree holder in related discipline from recognized institution
- Minimum 5 Years of relevant Work Experience in NGOs/INGOs particularly credit (micro-finance) program.
- Excellent report writing skills must be able to prepare weekly, monthly reports & other reports.
- Strong command on MS Word, Excel and PowerPoint will be preferred.

- Good Communication and interpersonal skills.
- Command on local languages will be an added advantage