Vacancy announcement - project coordinator Iraq

Vacancy Details

Vacancy Code: LC/MAKANATI/012021
Post Title: Local coordinator Iraq
Hiring entity: Canal France International - CFI
Project Title: Makanati
Duty Station: Erbil, Iraq
Duration: 7 months, full time (15.7.2021 – 15.02.2022)/ could be extended
Salary: 1500 EUR
Closing Date: 30 June 2021

CFI's mission

CFI is the French media development agency of the Ministry of Europe and Foreign Affairs (MEAE), responsible for coordinating and leading the French policy for media development in developing countries. It supports actors in public and private media sector (television, radio, written press, social media) to strengthen the processes of modernization, democratization and development. CFI is currently involved in around thirty projects within three major programs: Media & Governance, Media & Enterprise and Media & Development.

CFI has implemented several projects in Iraq, aiming to improve social cohesion through media. In 2015 and 2016, ‘ILYM’ project brought together journalists from Iraq, Libya and Yemen to debate on the role of media in crisis-stricken countries. In 2018, ‘Tasalah’ project, implemented by CFI in Iraq, enhanced the skills of Iraqi journalists and made them more aware of the issues relating to social cohesion. The 'Mosul Talks' workshops allowed them to exchange their thoughts and opinions about the challenges of reconciliation.

In addition, CFI implemented ‘Tafael' project (June 2019-August 2020). This project follows in the footsteps of the two previous projects. It draws on the conclusions reached in the Mosul Talks workshops, which called on local media outlets to perform more effectively their assignment of educating and informing their audiences, and to become more involved in the reconstruction process. It focuses on the Nineveh Governorate in northern Iraq, where the occupation by Islamic State (IS) and the battles had a dramatic impact on the social situation.

Background

Iraq has been facing serious crises because of wars and multiple attacks. Crises have particularly affected women and girls, victims of human rights violations, kidnappings, murders, human trafficking, torture, rape, forced marriages and other risks of sexual or gender-based violence.

In addition to these serious attacks, the distinction between women and men exists at many levels of the Iraqi society, illustrated in particular in media representation but also in the workplace of media organizations.
Considering this situation, CFI has been implementing the Makanati project since February 2020, in Iraq and Yemen. The project aims for a greater participation of women in Iraqi and Yemeni societies and a better understanding of their concerns by the population, in particular through production and dissemination of content. The project also aims to improve the image of women in the media and the society in general.

Another objective is to strengthen the professional skills of women journalists to support their ability to access decision-making positions in the media.

For the second phase of the project, CFI is looking for a Local Coordinator to manage and organize the project’s activities in Iraq.

**Duties and Responsibilities**

Under the direct supervision of CFI project manager in Paris, the local coordinator will act as the project’s focal point in Iraq for the development and implementation of the second phase of the project Makanati, specifically in terms of managing the planning process, systematic monitoring, programmatic delivery targets, coordination with the partners, communication and reporting requirements.

The Local coordinator (LC) will work closely with the project’s partners in Iraq:

- Humanitarian Aid and Journalism: French NGO operating in Iraq, based in Erbil

The LC undertakes to comply with the following principles of good operational and financial management:

- He/She shall actively participate to the trainings workshops and the activities organized by the partners;
- The LC shall alert CFI of any difficulties or problems that may arise;
- The LC shall alert CFI if the activities being conducted deviate substantially from what was initially agreed upon in the project proposal; if the costs of these activities differ significantly from what was agreed in the original budget; if the schedule for the activities being conducted deviates from the original schedule agreed upon;
- Pay the various local service providers and back charge the actual costs to CFI (accommodation, catering, coffee breaks, training room hire, etc.) for activities out of the partners contracts;
- He/She undertakes to collect and provide the supporting documents relating to the costs out of the partners contracts.

The tasks assigned to the local coordinator are as follows:

- In the area of activities: coordinate with the partners, experts and all the stakeholders in Iraq to ensure activities run smoothly and according to the planning; manage and monitor all local activities implemented directly by CFI: out of the partners’ contracts;
- In the area of content production: manage and monitor the editorial committee work in coordination with the partners;
- Maintain regular contact with the beneficiaries and the partners of the project.
• Submit a monthly report to the project manager at CFI head office in Paris for feedback;
• Submit a final report at the end of the project;
• Coordinate project management activities, resources, equipment and information
• Analyze risks and opportunities
• Monitor project progress and handle any issues that arise
• Act as the point of contact and communicate project status to all stakeholders
• Work with the Project Manager to eliminate blockers
• Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
• Create and maintain comprehensive project documentation, plans and reports
• Ensure the project’s standards and requirements are met

**Education/Experience/Language**

- Master’s degree or equivalent in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences or related field. A first-level university degree in combination with required qualifying experience may be accepted.
- Minimum two years of relevant experience at the national or international level as a Project Coordinator or similar role, including coordination, monitoring and evaluation of development projects.
- Fluency in written and oral English and Arabic is required. Knowledge of Kurdish is an asset.

**Requirements**

- An ability to prepare schedules and step-by-step action plans
- Work Planning, Monitoring and Evaluation (M&E)
- Experience in the usage of computers and MS Office
- Reporting and communication skills
- Solid organizational skills, including multitasking and time-management

**Core Values/ Competencies**

- Professionalism:
  Shows pride in work and in achievements; demonstrates professional competence; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives in all areas of work.

- Teamwork:
  Works collaboratively with the project’s partners to achieve the project’s goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others.

- Planning & Organizing:
  Develops clear goals that are consistent with agreed planning; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies
when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- Accountability:
  Takes ownership of all responsibilities and honors commitments; operates in compliance with organizational regulations and rules.

**Additional Considerations**

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- **Qualified female candidates are strongly encouraged to apply.**
- CFI reserves the right to appoint a candidate at a level below the advertised level of the post.

**Submission of Applications:**
Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae via e-mail to sarah.filali@cfi.fr. Kindly indicate the vacancy code and the post title above in the subject line when applying by email.

For more information about CFI, please visit CFI website at [www.cfi.fr](http://www.cfi.fr)