

Program Coordinator Syria M/F At Secours Islamique France

Created in 1991, Secours Islamique France (SIF) is an international non-governmental relief and development organisation. The SIF acts in strict neutrality, without distinction of origin, gender or religion, and is dedicated to alleviating the suffering of the world's most deprived populations.

Mission :

Reporting to the Head of mission, the Program Coordinator will be in charge of the supervision of programs and the local staff related to the programs.

Your main responsibilities will be the following (evolving and non exhaustive list) :

- Contribute to the mission's operational strategy through context analysis, needs assessments, solution proposals, budgeting, and HR planning.
- Design and plan projects, including needs assessments, baseline surveys, and action proposals.
- Oversee project implementation, including activity planning, monitoring, and collecting verification sources.
- Manage partnerships, including defining modalities, supervising capacity-building plans, and ensuring partner oversight.
- Prepare and submit reports for the Head of Mission, donors, and ad hoc purposes.
- Monitor and manage program budgets, ensuring alignment with forecasts and validating expenditures.
- Address project delays, conflicts, or issues and propose improvements to reporting formats.

Profile :

- Degree Required: Relevant Master's level qualification in International Relations / Political Sciences / Project management or similar academic achievement ;
- Minimum Experience: Minimum 3 years of previous experience in humanitarian work ;
- Experience of strategic thinking, including identifying, analyzing, problem solving and responding to opportunities and challenges and the ability to translate these into practical plans of action ;
- Knowledge and experience of project planning and budget holding; proposal and report writing ;
- Solid skills regarding project management tools (Logical Framework analysis, project cycle management, objectives and indicators etc.) ;
- Strong communication skills ;
- Excellent written and spoken English (and desirably French and/or Arabic) ;
- Leadership skills and a supportive management style (experience managing national and expatriate staff) ;
- Experience of working within an insecure environment with responsibility for security planning, monitoring and management ;
- Confident and proficient in the use of MS Office, especially Word and Excel.

Conditions :

- 6 months, full time, renewable;
- Contract start date: ASAP ;
- Remuneration according to profile;
- Per diem, guesthouse;
- Health insurance - 60% covered by SIF;
- Repatriation/liability insurance - 100% covered by SIF;
- Break allowance during the 3 and 9 month breaks;
- Airfare to and from the mission location to home - paid by SIF at 6 and 12 months.

How to apply

[PROGRAM COORDINATOR SYRIA M/F - Beetwen](#)