

## JOB DESCRIPTION

### MONITORING / MANAGEMENT / COMMUNICATION CODING SCHOOL FOR REFUGEES & JORDANIANS

Position : **Project Manager**  
 Duration of the position : 11 Months  
 Location : **Mafraq — Jordan**  
 Hiring organization : CHAMS Foundation

## Presentation

CHAMS Foundation is a combination between a coding bootcamp and a leadership programme whose aim is to get refugee and underprivileged youth with a passion for technology to participate to the local and international ICT sector. By offering free and certified « coding » training to people between 17 and 25 years old we want to sustain youth social inclusion between refugees and host communities as well as their employability regarding all gender. Our operational framework consist on developing social value programme by jointly bring together expertises on education and technology via the establishment of strong partnerships relation with institutional, EducTech, academics, corporates and other actors both at national and international level.

This is a pilot project :

- CHAMS Foundation is prospecting in Jordan since March 2018.
- Targeting 30 young people for a 7 months intensive training — 50% Syrians/Jordanians & men/women
- Objectives are to 1) Train our students 2) enhance the cohort professional integration 3) understand the ICT regional ecosystem 4) be aware of the labour legal system 5) capitalizing on project's assumptions for replication...
- Current partners are UNHCR, Al al-Bayt University, Simplon.co & Codi.tech and more to join

## Position Description

### Missions

Your missions are to 1) ensure the training programme & students professional integration 2) enhance operational framework 3) monitor & assess the project 4) prospect on potential partnerships & opportunities

### Activities

- **Management & Support**
  - Team and the Cohort (selection, working conditions, security, etc)
  - Design Training curriculum (elaboration of soft skills contents with partners : english, project management...)
  - Project equipment, progress and administrative process
  - Project implementation and schedule
- **Coordination & Communication**
  - Reporting to Team members
  - Reporting to CHAMS France & its partners on progress and lessons learned
  - Promoting the programme through various media
  - Organizing and taking part to ecosystem events & meetings to foster partnership & promote the project
- **Monitoring & Assessment**
  - Project process & contents setting up
  - Project monitoring & assessment tools setting up
  - Project monitoring and assessment

Any other duties as appropriate to the position & requested

## Qualifications & Deliverables

### Requirements

- Advanced degree (minimum Bachelor) in subsequent field : Law, Political & Social Science, Humanitarian or related  
**And / Or**
- Experiences
  - \* Minimum of 2 years
  - \* As a Project Manager or in a Management position
  - \* Within international development &/or emergency &/or post crisis environment organization
  - \* In the Middle East would be an asset but not required
- **Excellent level in English & Arabic** both oral and written — French would be an asset but not required

### Other competencies

- Strong motivation / Dynamic / Curious / Adaptable
- Good analytical skills / Strategic planning thinking
- Excellent interpersonal & communication skills — Ability to represent the organization to donors/other stakeholders & to participate to community/ecosystem events
- Ability to implement & strengthen program activities / effective partnerships
- Responsible — Well-organized / Working under pressure autonomously / Effective Team work
- Assessing abilities — Familiarity with M&E processes & Key international standards
- Good computer skills — Google Docs / PackOffice...
- Knowledge &/or interest in more than two of the subsequent sectors (digital, education, migration, protection, etc)

### Deliverables

- Action Plans...
- Monitoring & assessing tools : KPI, reports...
- Assessing reports : mid & final reports on financial / HR / Logistic ... aspects
- Leading interview process : student & team selection, monthly team meeting...
- Events animation : team, partners meetups, networking, ecosystem and project events...
- Other Documents & Reports

## Conditions & Responsibilities

- Full-time employment 5 days a week
- Location — Al al-Bayt University — Mafraq
- Salary & working conditions to be discussed
- As soon as possible until 31<sup>th</sup> May 2019
- Responsibilities :
  - Under CHAMS France responsibility
  - Responsible of all elements of the project (team, students, equipment, training & project schedule, process...) & towards all partners

Only full application in English sent to [martin@chamsngo.org](mailto:martin@chamsngo.org) sent prior to **July 15th 2018** will be considered (job informations references in the email header).

Send I ) a cover letter, II ) a current resume and III ) contact information of two references

Only short-listed candidates will be contacted for an interview.