

# Project Coordinator

## Vacancy notice ref.no 2022/03 (GEO)

### Job title:

Project Coordinator

### Functional grade:

Specialist

### Functional objectives:

- To plan and implement complete project cycle management (PCM) in a specific field (i.e., energy efficiency).
- To lead project activities and ensure they are implemented smoothly, regardless of whether in hybrid or online modes.
- To coordinate and put in place the logistical & administrative arrangements.

### Working hours :

- The regular working hours consist of 40 mandatory hours per week.
- 75% of the regular working hours is to be performed from Monday to Friday, from 11:00 to 17:00 physically at the office (30 hours in total).
- 25% of the regular working hours are to be performed at the time, space, and form preferred by the Employee.

### Employment conditions:

Employment contract for the probation period (6 months) with a prospect of a long-term contract if performance is satisfactory

### Employment location:

Solidarity Fund PL branch office in Georgia,  
42, Chavchavadze Avenue (Vake district)

### **Job description:**

This is a mid-level position that requires the ability to work closely with local partners, plan and manage activities independently, agility, and respect for SFPL internal procedures, with a high focus on project administration, organizational, administrative & logistical arrangements to be put in place.

### Tasks and responsibilities:

- In the field of Project Management:
  - To prepare and manage in a close consultation with local partners Project Proposal(s), Schedule(s)/Action Plan(s), Budget(s), Project Fiche(s), Report(s) and collect feedback from partners.
  - To ensure the internal Project Cycle Management (PCM) is followed, and PCM documents are prepared on time, approved by the Country Director, and archived.

- To perform budget monitoring monthly and report to the Financial Officer and Country Director (if required) on the state of spending and estimation of expenses.
- To maintain regular contact with the project stakeholders to ensure all activities are implemented according to the Schedule (Action Plan) and revised (if necessary).
- To manage the risk(s) if problems appear, following consultation is sought with the Country Director.
- To ensure that all logistical and organizational arrangements are in place for the respective project(s), following consultations with SFPL staff members and/or contracted experts, e.g. booking of training venues, scheduling, running meetings, and organizing catering and preparing minutes for meetings, etc.
- To regularly perform Market Research and Call for Quotes to ensure the goods, services, and construction work over 10k GEL are purchased in line with Solidarity Fund PL Procurement Policy and contracting rules, ensuring transparency and competitiveness.
- To negotiate Terms of Service and/or Goods Delivery with the Service Providers and Contractors in the area of its responsibility (i.e., energy efficiency).
- To provide regular input for the communication team in the area of responsibility (i.e., energy efficiency).
- To manage correspondence with a wide range of stakeholders on a regular basis in multiple formats – via phone, emails and official letters(bilingually) - in both Georgian and English.
- To maintain contacts with existing or prospective stakeholders, e.g., US Embassy in Tbilisi, local stakeholders, Georgian-speaking partners, subcontractors, etc.
- To plan, initiate, request, and control the contracting process in the area of responsibility (i.e., energy efficiency).
- To follow all internal regulations, including but not limited to recruitment, procurement, finance, data protection, personal data protection, grant-making (award), remuneration, etc.
- To prepare internal documents as assigned
- *To perform other assigned duties.*

#### **Minimum eligibility qualifications:**

- Higher education diploma preferably in business administration or project management.
- Hands-on experience in independent project management.
- Previous experience in managing projects from American funds (preferable).
- Proficient knowledge, oral and written, of Georgian (mandatory), English (required) and Russian (preferable) languages.

#### **Competencies:**

- Team player willing to interact efficiently with local stakeholders (authorities and parents). and a technical team of engineers.
- Meeting deadlines.
- Well-organized and always on top of logistical and organizational arrangements.
- Ability to prioritize and build a team.

#### **What do we offer?**

- ✓ Stable employment in a leading non-profit organization in Europe working towards sustainable development in the Eastern Partnership region.

- ✓ Career growth within the organization's structures.
- ✓ Ability to gain experience in international settings.
- ✓ A motivated and supportive team of local and international colleagues driven to make a difference in Georgia.
- ✓ Comfortable working conditions and monthly paycheck of 600USD per month net with a prospect of remuneration growth (if the performance is satisfactory).

Interested candidates are requested to send a CV (max. 2 A4 pages) and a brief (max. 1A4 page) cover letter no later than 10 October 2022 via e-mail to: [georgiarep@solidarityfund.pl](mailto:georgiarep@solidarityfund.pl) with reference number "Vacancy notice ref no. 2022/03 (GEO)". We reserve the right to complete the recruitment process earlier.

**Interested? Send your CV and cover Letter by 10 October 2022 as instructed above.**

Solidarity Fund PL will contact only short-listed candidates. Solidarity Fund PL does not return submitted documents.

### **Personal data protection in the recruitment process**

We process your data for recruitment purposes only. Your application documents ought to include data required by labour law. Without sharing the abovementioned data, we will not be able to conduct the recruitment process and consider your application.

Sharing any additional data is voluntary and will be processed based on your consent, expressed directly by sending application documents to us.

We process your data provided in connection with the recruitment process:

- for the purposes of the recruitment process, to comply with legal obligations regarding employees recruitment process.
- based on your consent, if you voluntarily share additional data not required by any applicable law.
- if you grant your consent, for the purpose of using them in the future recruitment processes.
- to verify your qualifications and skills, which is our legitimate interest.
- to assert claims of defend against claims, which is our legitimate interest.

After submitting your application, your personal data will be processed for the period necessary to conduct the recruitment process, but in no event no longer than for the period of 12 months or until you revoke your consent. After an open role is filled to avoid any disagreement between you and us, we will store your data for the purpose of securing any claims until the limitation period expires.

If you submit your application to participate in the future recruitment processes, we will process your data until you revoke your consent, but no longer than for the period of 6 months.

As we are the branch of the Solidarity Fund PL with the headquarters in Poland, the data may be transferred to Poland (but only for the purposes of the recruitment process you are applying to).

The data may also be made available to our providers of external services e.g., IT services, legal and accounting services, companies that support us during the recruitment processes.

In any case we will ensure an adequate level of protection of personal data required by law.

You have the right to demand from us access to your data, rectification, deletion or limitation of processing, the right to object to the processing, the right to transfer data, as well as the right to withdraw your consent at any time. Withdrawal of consent does not affect the legality of the processing, which was made based on your consent before its withdrawal.

You have the right to file a complaint to the relevant authority established by the law or to the relevant court – if you consider that the processing of your data violates the legal provisions.

We inform you that we will not take automated decisions for you at any point of the recruitment process, including decisions resulting from profiling.