

**Civil Society Coordinator****Recruitment****Terms of Reference (ToR)**

Job code: HF05020821
Job Title: Civil Society Coordinator
Duty station: Turkey - Gazi Entab
Line Manager: Programs Manager

Thursday, 5 August 2021

Number of vacancies required: 1**About Horan Foundation**

Horan Foundation (HF) is a non-governmental, non-profit making, national organization. It was established in May, 2012 in response to the humanitarian needs resulting from the current situation and the humanitarian crisis in Syria to alleviate the suffering of the Syrian. HF operates in different sectors, implementing various projects and programs.

Job Details**Job Summary:**

The Civil Society Coordinator is responsible for the management of the team to carry out the project and to manage it fully, including the financial and human resources within the plan. The Civil Society Coordinator provides his / her direct manager with an analysis of the information received, necessary reports, and data that support the development of the project and the development of the programs and strategic plans of Horan Foundation.

Main Responsibilities and Tasks :

- Provide suggestions for the strategic plans in the civil society sector for Horan foundation.
- Provide suggestions and recommendations to the direct manager to benefit from in the preparation of new project proposals.
- Develop the project execution plan in consultation with his/her direct manager and inform him/her of any change that may occur.
- Write periodic reports on the project activities and financial reports in coordination with the financial department and send them to the direct manager.
- Full supervision of his/her project team and ensure the quantitative and quality of work required within the project.
- Ensure that project implementation is successful and meets donor requirements and commitments. Help problem-solve obstacles as they arise.
- Ensure compliance with all relevant donor regulations throughout every department.
- Follow up with the project team, their performance, their work attendance paper, and the periodic reports they submit, and provide a summary about it.
- Work continuously with the direct manager to encourage, motivate and develop his/her team and make suggestions to enable it.
- Participate in evaluating his/her team upon request in coordination with the direct manager.
- Archive all data and project information.
- Represent Horan at the official meetings related to his/her project upon request in coordination with his/her direct manager.
- Conduct ongoing research and submit periodic reports on similar projects and potential donors for its sector.

Qualifications / Technical Skills:

Minimum university degree in a related field

- **Work experience in the sector, with beneficiaries or within community training programs.**
- **Experience in project management, implementation, supervision, planning and reporting, preferably in the context of the humanitarian / development sectors.**
- **Knowledge of the humanitarian context that affects societies in Syria.**
- **Proficiency in working with Microsoft Office programs, especially Word, Excel and Outlook.**
- **Good command of the English language, experience in humanitarian organizations is desirable.**

Interpersonal, Communication and Coordination Skills:

Excellent negotiation and problem solving skills.

- **The ability to deal with a humane work environment full of challenges and constantly evolving, often working under pressure.**
- **Strong commitment to humanitarian relief and disaster operations.**
- **Flexibility.”**