

IDEA MENA

Project Coordinator

IDEA MENA is seeking to appoint a Project Coordinator responsible for coordinating a 2-phase regional youth program aiming to cover 16 MENA countries, including a 6-day event involving 100 participants.

Reporting to the Regional Programs Manager, IDEA MENA (based in Tunis), the Project Coordinator will ensure the effective implementation of the program and timely execution of project tasks by providing excellent project management skills.

About IDEA

IDEA is a network of non-profit education organisations who believe that debate is a way to give young people a voice.

We are the world leaders in debate education, providing resources, training and events to thousands of educators and young people across the globe.

IDEA works with schools and universities, debate organisations and community groups and we partner with foundations, NGOs, businesses and governments

The benefits of debate

IDEA believes that debate promotes:

- Mutual understanding and informed citizenship around the world;
- More deliberative communities;
- Enhanced cultural exchanges;
- Greater academic excellence.

What we do

- Provide debate training for teachers and young people;
- Foster a worldwide network of debating clubs in schools, universities and local communities;
- Run a series of debate events for young people, including an annual Global Youth Forum;
- Deliver an outreach programme for community groups targeting young people about issues that matter to them;
- Produce publications about debate in a variety of languages;
- Provide online resources that last year attracted 4.3 million unique visitors from around the world, including:
 - An extensive database of debate topics;
 - A video debating platform for competitions that run across borders and time-zones;
 - Information to support the establishment of debate clubs and activities;
 - A comprehensive guide to debating events and activities worldwide;
 - Websites in English, Dutch, Spanish, Arabic and Russian.

Our network

IDEA is a network co-ordinated by a central office in Brussels and we have offices in the UK, Netherlands, Macedonia, USA, Central Asia (Bishkek, Kyrgyzstan) and MENA (Tunis, Tunisia). We operate with a network of partner organisations across 60 countries.

Post: Project Coordinator

Contract: Temporary (4 months)

Working hours: Full-time, 38 per week, Monday to Friday. There will be occasional out of hours working to support events and travel.

Reporting to: Regional Programs Manager, IDEA MENA

Location: Tunis, Tunisia

Salary: 1,100 TND

Expected start date: 1 October 2014

The successful applicant will already have the right to work in the European Union.

Areas of responsibility

- Management of a large scale regional project
- Developing schedules and methods for measuring results
- Guiding and performing strategic analysis for the project
- Planning and execution of all phases of the project and ensuring on-time completion
- Building relationships and partnerships with local NGOs, debate communities and other partners
- Managing all delegated budgets and processes accurately and ensuring resources of right quality and nature are assigned to deliver the event activity
- Carrying out financial duties in accordance with IDEA MENA finance guidance
- Working closely with the communications manager to develop the communication materials
- Other tasks as requested by the Regional Programs Manager

Event management

- Ensure program-related tasks are scheduled and executed in a timely manner and update the Programs Manager on critical progress of plan;
- Communicate with program participants and stakeholders including updating them on processes and responding to inquiries and requests;
- Assist the Communications Manager in ensuring all program-related communications are in line with the program and global communications strategy;
- Under the supervision of the Programs Manager, administer the budget on a day to day basis;
- Ensure arrival, departure and everyday logistics and an overall positive experience for all participants;
- Contact and coordinate with service providers to ensure the effective operation of events;

Other

- Collect data, keep records up to date and draft final report to the Programs Manager;
- Other tasks as requested by the Regional Programs Manager

Person specification

- University degree in communications, public relations, management or a related field;
- Proven experience in project management;
- Experience of managing budgets effectively;
- Excellent Arabic; excellent English;
- Self-motivated with the ability to generate ideas and react rapidly to evolving situations;
- Excellent organization, planning and problem-solving skills with the ability to work flexibly to meet the requirements of the role;
- Diplomacy and people management skills;
- Ability to cultivate contacts and develop networks;
- Strong team player; collaborative approach with proven ability to work in a diverse team; able to work independently;
- The ability to directly communicate and coordinate with a large, international group of participants and partners;

How to apply:

Candidates should email the following documents in the English language to Khoulood Soula, IDEA MENA Regional Programs Manager at ksoula@idebate.org:

- Comprehensive covering letter explaining why you feel you are qualified, plus
- Detailed resume

Application deadline: **23 September 2014**. Only short-listed applicants will be contacted.

The International Debate Education Association is an equal opportunities employer; women, minorities, and people with disabilities are encouraged to apply.