## Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Coordinator, Central America Civic Space Project</th>
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</thead>
<tbody>
<tr>
<td>Clusters:</td>
<td>Advocacy/Research</td>
</tr>
<tr>
<td>Salary:</td>
<td>Not to exceed total contract value of USD 50,000</td>
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<td>Contract Type:</td>
<td>Short-term, deliverables-based consultancy, for a 12-month period (6- to 9-month extension possible)</td>
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<td>Location:</td>
<td>Central America (any country)</td>
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<td>Reports to:</td>
<td>Project Supervisor (Senior Research Specialist)</td>
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<td>Direct Reports:</td>
<td>None</td>
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### Job Role

The project coordinator will be responsible for all elements of the project management cycle, including budgeting, reporting, partner coordination, quality control and evaluation. S/he/they will develop and carry out an implementation workplan and manage internal and external communication channels. S/he/they will also convene and coordinate gatherings and ensure that the trainings and capacity-building activities are adequately delivered, and all data pertaining project implementation are gathered, analysed and systematised. The consultancy will take place between April 2020 and March 2021.

### Areas of Responsibilities

#### Project Management (80%)

- Establish and maintain relationship with 8 pilot CSOs (two per country), including by traveling to project sites when required
- Lead co-creation project of pilot framework and 8 adapted pilots (one per organisation)
- Coordinate activities required for pilot implementation (workshops, trainings, advocacy actions)
- Manage project communication
- Monitor and evaluate activities on each pilot project
- Provide feedback to partners and donors
- Draft and submit narrative and financial reports
- Ensure delivery of the project within agreed timelines
- Ensure M&E input for reporting in accordance with agreed processes, to agreed standards and deadlines and the development and deployment of tools and any necessary resource materials

#### Contract compliance (10%)

- Ensure adherence to contractual requirements

#### Budget control (10%)

- Manage project budget
- Communicate quarterly expenditures to project supervisor
- Obtain permission for change in budget/expenditure from project supervisor
- Ensure delivery of the project within budgetary limits

### Person Specification
| **Education, Language & Qualifications** | • Degree in Development Studies, Social Sciences, International Relations or related fields, or equivalent work experience  
• Native Spanish speaker  
• Fluent in English |
| **Essential Knowledge, Skills and Experience** | • Minimum 5-year work experience in a project-related role; preferably managing a small project  
• Minimum 3-year work experience in the civil society sector, preferably in contact with grassroots organisations  
• Project management and coordination skills  
• Analytical skills  
• Strong written and oral communication skills  
• Ability to work independently with minimal supervision |
| **Desirable Knowledge, Skills and Experience** | • Interpersonal, network-building and engagement skills  
• Ability to effectively and efficiently handle multiple, simultaneous tasks with high attention to details  
• Ability to work under pressure and within tight deadlines  
• Autonomy and leadership skills; capacity to initiate action and decide and execute necessary changes to workplans |