

# **EDF Project Coordinator (Ukraine programme) – Job Description**

EDF is recruiting a Project Coordinator, to work within our [Ukraine programme](https://www.edf-feph.org/ukraine/).

We are seeking a committed team member, for a project running until December 2024. The position is full-time and home-based in Ukraine.

## Overview

The Project Coordinator will be responsible for managing the CBM International/ German Federal Foreign Office (GFFO) humanitarian project in Ukraine with EDF members National Association of Persons with Disabilities and League of the Strong. You will play a crucial role in planning, coordinating, and implementing EDF humanitarian project in Ukraine under. You will be responsible for overseeing the entire project lifecycle, ensuring timely and efficient delivery of services, and managing project resources effectively. Your leadership and expertise will contribute to the successful execution of this project.

## Tasks

1. Project planning and design in Ukraine:

* Collaborating with EDF members in Ukraine to further define project objectives, outcomes, and scope if needed.
* Developing comprehensive project plans, including timelines, budgets, and resource requirements, with EDF members in Ukraine and CBM international (and based on GFFO requirements).

1. Project implementation and coordination:

* Overseeing day-to-day project activities, ensuring adherence to project plans and timelines.
* Coordinating with various stakeholders, including EDF members, the donor, partner organisations, government entities, and local communities, to foster collaboration and ensure effective project implementation.
* Monitoring project progress, identifying and addressing potential issues or risks in a timely manner.
* Ensuring compliance with relevant humanitarian standards, policies, and guidelines.

1. Resource management:

* Managing project budget, monitoring expenditures, and ensuring cost-effectiveness.
* Providing guidance and support to staff involved in the project.
* Building and managing relationships and work closely with EDF Ukraine team

1. Monitoring, evaluation, and reporting:

* Developing and implementing monitoring and evaluation frameworks to assess project outcomes and impact.
* Collecting, analysing, and interpreting project data, generating regular progress reports.
* Identifying lessons learned and best practices, incorporating them into future project planning and implementation.

1. Stakeholder engagement and communication:

* Establishing and maintaining effective communication channels with project stakeholders.
* Ensuring communication (updating webpage, blogs/articles, social media) dissemination and representation of the project.
* Facilitating regular coordination meetings, workshops, and trainings.
* Representing EDF in relevant forums, conferences, and networks.
* Engage in all activities relevant for EDF international cooperation team and EDF secretariat in Brussels.