



## Project Manager

1. **1. Academic Qualifications**
2. University degree in Business Administration, Social Sciences, or any other relevant field related to project management.
3. **2. Professional Experience**
4. Minimum of **5 years of proven professional experience** working with **Civil Society Organizations (CSOs) or Non-Governmental Organizations (NGOs)**.
5. Demonstrated experience in **project management**, including planning, implementation, supervision, and follow-up of project activities.
6. Experience in managing projects in line with approved work plans, timelines, and budgets.
7. Previous experience working on projects funded by international donors is considered an asset.
8. **3. Management and Technical Skills**
9. Strong skills in **project management and organization**, including daily supervision of project activities.
10. Proven ability to lead teams, assign tasks, and ensure quality implementation.
11. Excellent skills in preparing periodic reports (narrative and, when required, financial reports).
12. Ability to monitor performance indicators and address operational challenges.
13. Experience in project documentation, including activity records and data management.
14. Proficiency in using computers and Microsoft Office applications (Word, Excel, Email).



15.

#### 4. Soft Skills

16. Strong communication and coordination skills with project teams and stakeholders.
17. Ability to work effectively within a team and under pressure.
18. High level of responsibility, integrity, and attention to detail.
19. Commitment to humanitarian principles and professional conduct.

#### 20. 5. Languages

21. Fluency in Arabic (written and spoken).
22. Very good command of a foreign language, preferably **English**, particularly for professional communication and report writing.

23.

#### 24. 6. Values and Ethics

25. Commitment to the organization's core values, including non-violence, equality, respect for human rights, and non-discrimination.
26. Adherence to organizational policies and confidentiality of information.