

Job Description

Job Description: Expert establishment of small projects

Duration of the assignment: From 15 May till 25 September 2019

Working hours: 15 working hours per week

Location: Amman - Wasfi Al Tal Street - Building No. 3, and Training and projects are implemented in East Amman and Zarqa Governorate.

Terms and Qualifications:-

- Holder of a bachelor's degree or MBA or related field.
- At least three years of experience in the field of entrepreneurship and civil society organizations.
- Mastery of English (reading, writing and speaking).
- High efficiency in logical thinking and analytical abilities.
- High efficiency in writing reports and developing manuals and working procedures in English and Arabic.
- Ability to coordinate and work within a team, take responsibility and make decisions.
- Ability to withstand work pressure and strict adherence to deadlines.
- Use the Microsoft Office application program.

Required tasks:-

1. Provide ideas and suggestions for women about choosing and setting up successful small projects.
2. Participate in setting criteria for selecting projects
3. Participate in the selection of projects and the state to implement them
4. Follow-up the implementation of projects selected
5. Preparing and evaluating the project report