



VACANCY

Training Activities Coordinator

Place of assignment: Amman, Jordan.

Starting date: End of March/beginning of April 2026

Duration of the assignment: 15 months

Type of contract: Fix Term

Application deadline: 2 March 2025

Background

Habibi is an Italian non-governmental organization that promotes and fosters social integration and economic empowerment of vulnerable groups, especially women and youth, through the offer of high quality training and support in business development and sustainability.

As part of a consortium, Habibi has been awarded a project by AICS (Agenzia Italiana per la Cooperazione allo Sviluppo). It is a protection project with a livelihood-oriented component which is managed by Habibi.

This component foresees to promote the socio-economic inclusion and autonomy of vulnerable groups (refugees, women, young people, people with disabilities) through the implementation of professional training courses in the fields of cooking, tailoring, and horticulture, implemented in the governorates of Amman, Zarqa, and Maan.

Within this framework, Habibi seeks a coordinator to oversee and manage these training and job orientation activities.

Key Responsibilities

The successful candidate, under the responsibility of the Projects Departments Coordinator, will:

Partners, Donors and Stakeholder

- Maintain a high level of coordination and work closely with the consortium partner to ensure the project is implemented effectively and correctly.

Associazione Habibi

Via XX Settembre 127 - 52037 Sansepolcro (AR) – Italia

Habibi Valtiberina Association - Amro Ben Saed st., 8 - P.O. 2108 Amman 11181 – Jordan
info@associazionehabibi.org – www.associazionehabibi.org



- Participate at the Consortium's meetings and facilitate the day by day timely flow of information.
- Build and maintain relevant relationships with the donor, key governmental actors and other stakeholders, including local associations.

Project Cycle Management

- Manage and oversee the project staff ensuring that everyone shares the same vision and works with the same strategy.
- Prepare Terms of Reference (ToR) for staff members and consultants.
- Train the project staff on the donor's rules and procedures.
- Prepare a detailed organisational work plan.
- Hold weekly staff meetings to update and organise the activities.
- Ensure the timely and effective implementation of activities.
- Promote the active participation of beneficiaries in all the project phases.
- Ensure that Habibi's Sexual Exploitation and Abuse (SEA) Policy and Procedure are correctly implemented.
- Ensure that project activities have the appropriate visibility in compliance with donor requirements.
- Utilize beneficiaries' feedback to revise strategies and action plans accordingly, and ensure an appropriate monitoring, evaluation, accountability, and learning (MEAL) system.
- Prepare the necessary reports in a timely manner, and ensure that all documentation and reports are available and stored according to Habibi's procedures.

Budget and Financial Management

- Ensure the project's financial management is timely and accurate, following the donor's and Habibi's procedures.
- Plan the project's forecast expenditures according to Habibi's financial procedures, and regularly monitor their implementation.
- Ensure that donor's contractual requirements are met.
- Supervise the preparation of financial reports by the Financial staff.

Habibi's Office

Participate in Habibi staff meetings and other relevant meetings as required. Help identify project opportunities and contribute to the preparation of project proposals.

Required Skills and Experience

Education

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- University Degree in International Cooperation or similar. A Master's degree in the relevant field will be considered as an asset.

Qualifications, Experience and Soft Skills

- At least 2 years of relevant professional experience as Project Manager or Coordinator in Protection or Livelihood projects.
- Experience in the Middle-East region represents an asset.
- Experience with AICS (Agenzia Italiana per la Cooperazione allo Sviluppo) represents a strong asset.
- Excellent knowledge of the Italian language is a strong asset.
- Advanced English language knowledge is essential.
- Knowledge of the Arabic language is an asset.
- Strong administrative skills and advanced IT skills.
- Leadership skills, ability to work effectively in a team.
- Ability to plan and organise work, anticipate risks and set goals.
- Consideration and promotion of the needs of marginalized persons in all aspects of work.
- Availability to visit project locations weekly or as needed is essential.

Salary: In line with the candidate's experience and Habibi policy.

Candidates who meet the requirements should submit their applications by the deadline to info@associazionehabibi.org. Please include "**TRAINING ACTIVITIES COORDINATOR_VACANCY**" in the subject line.

Applications must include:

- An up-to-date CV
- A motivation letter of no more than one page
- Two full references (first name, last name, role, email address, and phone number) from people with whom you have worked or collaborated such as line managers, colleagues, and direct contacts.

Only shortlisted candidates will be contacted.

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