



# **St John**

## **JOB DESCRIPTION**

<b>Title</b>	<b>Projects Officer</b>
<b>Department</b>	<b>Development &amp; Grants</b>
<b>Reports to</b>	<b>Projects Manager</b>
<b>Hours of work</b>	<b>40 hours per week, may require some flexibility</b>
<b>Salary</b>	<b>Based on Salary Scale</b>
<b>Duration</b>	<b>One Year Contract – Possible renewal based on performance and availability of funds</b>

### **Principle statement of duties:**

Under the direct guidance and supervision of the Projects Manager, the Projects Officer will be responsible for the assigned externally funded projects implemented by St. John Eye Hospital Group (SJEHG). The duties and responsibilities of the Projects Officer will be as follows;

- Directly oversee the activities of assigned projects under the guidance of the Projects Manager to ensure the achievement of intended objectives and results.
- Develop, implement, and review the project's monitoring and evaluation plans, which include developing monitoring and reporting tools, templates, and guidelines.
- Develop and maintain comprehensive implementation plans for assigned projects, conducting regular monitoring of day-to-day operations in collaboration with internal and external stakeholders.
- Analyse project related data and produce reports that show progress in achievement of outputs and outcomes, bottlenecks for not achieving results and recommendations for improvement.
- Ensure strict adherence to financial regulations and budgets outlined by the Projects Manager, including monitoring financial activities and providing systematic updates.
- Ensure compliance of project implementation with donors' rules and regulations across all aspects, including procurements, recruitment, legal matters, and visibility, following the Project Cycle Management (PCM) approach.
- Facilitate effective communication and coordination between various departments, aligning work plans to achieve desired outcomes.
- Cultivate and manage local partnerships for project implementation, establishing new partnerships as necessary in accordance with project design.
- Monitor project implementation closely, identifying and addressing issues in consultation with the Projects Manager.
- Generate accurate progress narratives, financial reports, and monitoring reports for projects, adhering to objectives/targets and accountability requirements outlined in grant agreements, in either Arabic or English.

- Collaborate with the Communication Officer to develop and implement visibility plans for assigned projects, ensuring alignment with donor requirements, and to document good practices, success stories, and lessons learned for organizational learning and improvement.
- Coordinate monitoring, evaluation, and financial auditing of assigned projects in collaboration with Hospital departments and external evaluators.
- Conduct data collection and entry for various project-related data.
- Contribute to log-frame and M&E framework designs for new projects.
- Travel to project sites within Jerusalem, West Bank, and Gaza, and potentially abroad as required.
- Be available to work outside regular hours when necessary, providing high levels of hospitality to external visitors, donors, partners, and stakeholders, including attending evening events such as business dinners and gatherings.
- Maintain a proper filing system for project-related documents.
- Support extracting lessons learnt and good practices for the different projects.
- Any other departmental related tasks as required by the Projects Manager and/or Director of Development & Grants.

**Essential Requirements for the Post:**

- A B.A degree in Business Administration, Management, Public Health, Project Management and/or any relevant field.
- 2-3 years of experience in project & grants management and donor reporting.
- Proven knowledge and experience in project's financial and budget management.
- Fundraising experience is highly desirable.
- Excellent organizational and leadership skills.
- Ability to communicate effectively with professionals and patients.
- Ability to travel regularly and flexibly to the Project's sites and abroad.
- Good interpersonal skills.
- Able to function effectively in challenging situations.
- Strong computer skills especially Microsoft office including Word, Excel, Outlook and PowerPoint.
- Ability to communicate (read, write and speak) fluently in English (All hospital documents are in English) and Arabic. Hebrew is plus.
- Capable of working in a multi-disciplinary team and flexible on working hours.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_