Job Vacancy
Project coordinator

Background

The Center for Systematic Reviews on Health Policy and Systems Research (SPARK) at the American University of Beirut aims at producing systematic reviews that respond to health policy and systems priority issues at the national and the regional level and developing the capacity of researchers in conducting systematic reviews of Health Policy and Systems Research.

Basic Function

The full-time project coordinator will support the Center activities by arranging for and following up on administrative, financial and technical matters related to all planned and ongoing projects to ensure their successful and timely completion.

Specific Tasks

- Keep track of the Center activities by documenting and recording outcome; identify challenges and suggest changes when needed
- Follow up on the implementation of projects with relevant parties.
- Follow up on the administrative procedures regarding projects including travel, per diem arrangements, and expense reports; keep record of all project documents (hard and soft copies)
- Organize activities relevant to the Center such as lectures, panel discussions, workshops, and media conferences
- Coordinate financial transactions related to the Center activities
- Manage logistics for key informant interviews and arrange for policy dialogue meetings
- Conduct fieldwork when necessary; this includes meetings and visits to ensure the implementation of project activities; prepare and/or edit meeting minutes and process briefings
- Maintain and update websites/social media
- Coordinate with the communication officer to manage the center’s social media profile
- Draft reports and documents if needed

**Qualifications**

Education: Bachelor or Master Degree in management, public health, public administration, or other related field.
Priority will be given to applicants with years of relevant project management experience
Fluency in both English and Arabic
Applications should be sent to Racha Fadlallah at rf52@aub.edu.lb and must contain a cover letter and a CV.

**DEADLINE FOR SUBMITTING APPLICATIONS IS OCTOBER 30, 2016**

The position is offered on a full-time basis.
Applicants must be Lebanese or eligible for a work permit.