Role Name: Project Coordinator
Reporting to: Fleet Forum Delivery Director or Development Director
Location: Worldwide
Work Pattern: Project based
Role Purpose: To implement a Fleet Forum Delivery or Development Project
Expected Time Commitment: Depending on the project
Minimum commitment: 12 months

Key Responsibilities

- To be responsible for the implementation of Fleet Forums’ Delivery or Development projects as per the designed project plan / project brief
- Establish and maintain the relationship with the stakeholders, manages the expectations of the stakeholders
- Assisting in defining the implementation plan and activities
- Identifies project risks and opportunities. Escalates these to the project owner proactively
- Measures project performance based on pre-agreed indicators, documents project progress, including overall progress, evaluation, critical issues or challenges
- Ensure stakeholder views are managed towards the best solution
- Prepares necessary presentation materials for stakeholder meetings
- Documenting and following up on action points from meetings and interactions with stakeholders
- Act as the project contact and communicates project status to all stakeholders
- Identifying follow up opportunities for consultancy projects with participants’ organisations

Experience and Qualifications

- Minimum 5 years’ in project management
- A proven track record in project implementation with multiple stakeholders;
- To have a working proficiency in at a minimum 2 out of the following languages: English, French, Arabic;
- Be proficient with video technology to be able to facilitate remote meetings;
- To be experienced in the use of Microsoft Office, Dropbox, Slack and Skype;
- Work experience in the aid and development sector is an advantage.

Innovative Strategies for the Road Ahead
Required Competencies

- Self-reflection: actively seeks positive and negative feedback about their performance from a range of sources;
- Communicating information effectively: facilitates appropriate information flow to stakeholders. Excellent level of verbal & written communication, including speaking, networking, presenting and writing;
- Identifies critical issues with regards to projects and identifies areas for improvement, has a solution-oriented approach, thinks in options and opportunities;
- Being detail oriented and take responsibility for all aspects of the project;
- Feel comfortable with being the spider in the web;
- Have a ‘getting things done’ mentality, leading to successful delivery of the project;
- Solid organisational skills including multi-tasking and time management
- Contextual awareness: Observes or challenges the prevailing culture, values, norms and unspoken rules of groups;
- Is flexible, can deal with unexpected situations, feels comfortable to work in environments ‘off the beaten track’