

### Role Title

**Project Coordinator (Consultant)**

### Role Information

Role Type	Location	Duration	Reports to:
Consultancy	Libya	3 months and up to 65 working days	Team Leader

### Project Background

Linataawan is a three-year project funded by the European Union (EU) and delivered by the British Council, ACTED and CILG-VNG. The project has the following key objective:  
Strengthen democratic governance, accountability, and local development in Libya by empowering civil society actors to participate in decision-making processes.

Specific objectives linked to the main objective are:

Libyan CSOs' effectiveness, accountability, public perception, and participation in local governance initiatives are strengthened through:

- (1) Building the capacity of Libyan CSOs to become effective, accountable, and independent actors (SO1); and
- (2) Enhanced awareness among citizens, local authorities, and policy-makers of CSOs' role as partners in local development, planning, delivery and monitoring (SO2).

The project has three result areas:

- 1) The institutional, organizational, and technical capacities of CSOs are identified and strengthened through a needs-based approach (RA1),
- 2) appropriate infrastructural capacity is in place to support CSO initiatives, increase civic engagement, facilitate knowledge-sharing, and raise public awareness of CSO initiatives and successes (RA2), and
- 3) cooperation between CSOs and engagement of CSOs in local governance is reinforced through the implementation of concrete initiatives at the community level (RA3).

### Purpose of the role

The purpose of this consultancy role is to provide support to the technical and delivery team of the EU for Civil Society in Libya project. In particular, the Project Coordinator will support delivery of Result Area 3. This includes effective events planning and support, logistics, risks management, and support to trainer(s) delivering capacity building to Civil Society Organisations (CSOs).

The successful candidate will report to the Team Leader (based in Tripoli) and will work closely with the Senior Project Manager, and other project support staff. .

## Scope of works:

### Project Coordination and support

- Provides logistical support to the organisation and delivery of internal and external activities/events, to ensure they run smoothly and efficiently.
- Proactively communicates and liaises with others to ensure effective coordination and delivery of events, services and activities
- Plans and prioritises own work activities, responding to changing requirements to ensure effective delivery of responsibilities over a daily/weekly time horizon
- Tasks and coordinates others to complete time-limited, straightforward activities, within established procedures, in order to ensure efficient delivery of services. Monitors task completion to agreed quality and time standards.
- Other Finance and Resource Management tasks.

## Expected Deliverables

- Logistic support of a series of trainings for 20 CSOs that include efficient and timely booking of venue, flights and accommodation arrangements as necessary, organising hospitality, transport, printing of training materials and contributing to the successful running of events
- Manage and report events and activities risk to country / project leadership
- Take necessary actions in agreement with country / project leadership to mitigate risks and issues arising from activities
- Record and data management of participants and trainees attending events and activities
- Assisting the trainer and project team in responding swiftly and efficiently to requests
- Adhere to British Council [policies and standards](#)

## Skills and Competencies

### Qualification and skills:

- A minimum of 1-year professional experience in event coordination and/or management
- Good communication skills
- Experience of working in a team.
- Language competency (professional level) in English and Arabic
- Conversant in MS office applications (Excel, Word, Outlook)

## Contract details

The role is offered on a consultancy basis, up to twenty-two days per month, and for a fixed period from 14 November 2021 to 14 February 2022. Currency of payment is USD.

Candidate must be based in Tripoli, Libya.

Office working space and laptop is provided. Flexible working arrangements are available.

Occasional weekend working may be required and with the agreement of consultant and Team Leader. Work activities also include visits to training venues before and during events.

## To apply

If you are interested in this vacancy, kindly submit your application by 6 Nov 2021.

Your Application should include the following:

1. Your CV
2. A supporting statement highlighting how your experience and skills match the requirements of the assignment

Applications should be submitted by email to [linataawan@britishcouncil.org](mailto:linataawan@britishcouncil.org) with the following subject: 'Consultant - Project Coordinator'.

Candidates will be short-listed for an interview based on the evidence in CV and supporting statement on the Skills and Competencies and Scope of Work.

The British Council is committed to a policy of equality and to valuing diversity and is keen to reflect the diversity of the societies in which we work at every level within the organisation. We welcome applications from all sections of the community. We aim to abide by and promote equality legislation by following both the letter and the spirit of it to avoid unjustified discrimination, recognising discrimination as a barrier to equality of opportunity, inclusion and human rights. All staff worldwide are required to ensure their behaviour is consistent with our policies.

The British Council has Disability Confident Employer Status. We offer a guaranteed interview scheme for disabled applicants who meet the essential criteria for the role. Applicants are encouraged to highlight any specific requirements or adjustments needed to enable participation in the recruitment process