



**Job Title:** Project Assistant

## DETAILS OF POSITION

**Organisation:** Migrant Workers' Action

**Job Title:** Project Assistant

**Location:** Based in Lebanon

**Hours of work:** 20.0 standard hours, and when required

**Salary:** \$1,000.00 / mo

**Reports to:** Finance & HR Officer

**Responsible for:** Provide general support for MWA's operations and programmes.

## Part 1: Job Description

### PURPOSE OF ROLE

The Project Assistant will provide essential support to the project team, ensuring efficient implementation of projects, proper documentation, and smooth day-to-day operations. Working closely with the Finance Officer and other team members, the Project Assistant will help in coordinating activities, managing resources, and ensuring timely execution of project deliverables. This role is ideal for a highly organised individual with a passion for social impact and the ability to thrive in a fast-paced environment.

### Key Responsibilities

- **Project Coordination:** Assist in the planning, organisation, and execution of project activities, ensuring that tasks are completed on time and within budget.
- **Documentation and Reporting:** Prepare and maintain project documentation, including meeting minutes, project reports, and other related documents. Assist in drafting and proofreading progress reports for internal and external stakeholders.
- **Monitoring and Evaluation:** Support the tracking of project milestones, key performance indicators (KPIs), and outcomes. Help gather data for project monitoring and evaluation purposes.

- **Communication:** Act as a point of contact for project-related inquiries. Assist in maintaining effective communication between team members, partners, and stakeholders.
- **Logistical Support:** Organise project meetings, workshops, and events. Provide logistical and administrative support, including travel arrangements and scheduling.
- **Financial and Resource Management:** Support the preparation of project budgets, expense tracking, and financial reports. Ensure proper management of project resources and supplies.
- **Stakeholder Engagement:** Assist in liaising with beneficiaries, local communities, and partner organisations to ensure effective project implementation and community involvement.
- **Administrative Support:** Perform general office tasks such as filing, data entry, and handling project correspondence. Help maintain project databases and files.

### Other Responsibilities

- Ensure confidentiality of data and information related to service users, their care and family.
- Report any security, ethical or acceptance-related issues to his/her line manager.
- Participate in team meetings or any other relevant internal and external meetings.
- Perform any other additional duties upon instruction given by his/her line manager or technical referent whenever applicable.

### Recording

- Ensure compliance with necessary recording requirements and responsibility for accurate and timely completion e.g. Infinity, MyHours etc
- Participate in the development of appropriate assessment tools for Migrant Workers' Action
- Contribute to the monitoring, evaluation and review of Migrant Workers Action service and suggest improvements based on evaluation and review.

## Health & Safety

- Adhere to Migrant Workers Action Health & Safety Policies and Procedures e.g. Lone Working Policy, Adult Safeguarding Policy etc

## Unsocial hours

- Respond in accordance with planned procedures and agreements as and when required during unsocial hours and/or on weekends.

## *Part 2: Person Specification*

### PERSON SPECIFICATION

#### Essential Criteria:

- Bachelor's degree in social sciences, development studies, project management, or a related field.
- Previous experience in project coordination or assistance, preferably in an NGO or development sector.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Strong written and verbal communication skills. Fluency in English and Arabic is preferred.
- Ability to manage multiple tasks simultaneously, prioritise workload, and meet deadlines.
- Excellent team player with the ability to work independently. Strong problem-solving skills and attention to detail.
- Ability to adapt to changing project needs and work environments.

#### Additional Criteria:

- Experience working in the non-profit or humanitarian sector.
- Knowledge of monitoring and evaluation frameworks.
- Familiarity with grant writing and reporting.
- Flexibility and facility to adapt in changing situations.
- Efficiency and results oriented.
- Sense of team work in multicultural contexts.
- Excellent English and Arabic.



## HOW TO APPLY

- Email your CV and Cover Letter to [nour.fayad@mwaction.org](mailto:nour.fayad@mwaction.org)

*Migrant Workers' Action values diversity. People of all genders, ethnicities, sexualities, ages, and abilities are encouraged to apply.*

## NOTE

*This position is subject to funding and an enhanced check in order to work with vulnerable at risk Migrant Domestic Workers's.*