



PRCS is looking for **Project Coordinator in Mental Health Department** to work at the PRCS HQ in Al Bireh. Applications are only received through the e-mail listed in this advertisement. Job details can be found on the PRCS website

[جمعية الهلال الأحمر الفلسطيني - Careers \(palestinercs.org\)](http://palestinercs.org)

### **Job Title: Project Coordinator in Mental Health Department**

#### **About PRCS:**

The Palestine Red Crescent Society (PRCS) is an officially recognized independent Palestinian National Society. It enjoys legal personality and is part of the International Red Cross and Red Crescent Movement. The Society, which operates in Palestine and the diaspora, works in the field of humanitarian work, relief, health and social services.

#### **Responsibilities:**

- To Coordinate and oversees all project management functions.
- Monitor project outcomes and ensure all activities are completed in a timely and efficient manner,
- Manage project's database and MEAL system.
- Compile, maintain, and document the projects related reports, daily work records and other relevant documents.
- Submit the required reports and other requirements in line with the approved deadlines and formats in Arabic and English languages.
- Participate in budget planning and project spending control, in addition to preparing monthly expense sheets and cash list entry.
- Coordinate and networking with the PRCS departments and relevant institutions to help achieve the results and outputs of the project.
- Perform other related tasks requested by the Manager of the Department.



### **Qualifications and Experience:**

- Relevant academic degree in Mental Health, Psychology, Social Sciences, Development Studies, Business Administration or any other related field.
- Experience in project management in a national or international organization.
- Computer literate especially Microsoft office applications.
- Excellent communication and writing skills in Arabic and English.
- Ability to organize work, lead and deliver activities with high level standards, and proven track record in producing quality work.
- Prepared to work under pressure.

Qualified candidates are invited to submit their resumes and cover letters in English language and with 3 traceable references with the subject “**Project Coordinator in Mental Health Department**” to [jobs@palestinercs.org](mailto:jobs@palestinercs.org) no later than **20/3/2024**.