



PRCS is looking for **Disaster Risk Reduction and Climate Change Program and Projects Coordinator** in Disaster Risk Management Department to work at the PRCS HQ in Al Bireh. Applications are only received through the e-mail listed in this advertisement no later than **4/5/2026** Job details can be found on the PRCS website

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

Job Title: Disaster Risk Reduction and Climate Change Program and Projects Coordinator

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.

Summary of the job:

The project coordinator will be responsible on overseeing, management and contributing to the implementation, coordination, management and monitoring of the Disaster Risk Reduction and climate change program activities, implemented under the ECHO-HIP and BMZ TDA project frameworks in alignment with the operational and strategic plans of the Disaster Risk Management department programs, projects and activities, according to PRCS strategy and policies. As well as for the daily administrative and financial follow relevant to the implementation of the projects different activities (Including field visits, and close monitoring) .

Distinct program and projects coordinator is expected to be able to coordinate the needs of the program within the core framework of the Disaster Risk Management programs, operationally and administratively, to oversee all projects within the program activities, and to identify any relevant challenges, hence acting swiftly ensuring the proper intervention.



Responsibilities:

- Coordinating and following the projects, activities, and resources of the Disaster Risk Reduction program.
- Preparing, developing and close monitoring for the plan of action of the projects in coordination with the department and other departments that are involved .
- Monitoring and following up the project staff with PRCS branches and correlated programs and activities in addition to confirming the implementation of the project activities according to the plan of action .
- Regular Direct Reflection of Operational and Financial developments and changes related to each activity.
- Following up the projects through conducting needed field visits including PRCS branches, communities and stakeholders, as well as for all relevant programs, department and project staff.
- Conducting periodic meetings with PRCS branches, communities, and program staff involved in the project under the supervision of the department, and to manage DRR teams for accredited ongoing and planned activities under the project.
- Reflection of the different progress and development of the project implementation via daily, weekly, monthly, and narrative reports in cooperation with all relevant partners and departments .
- Direct and close follow up of the project procurement process and relevant financial activities, ensuring complying with PRCS requirements, regulations and standards.
- Ensure all DRR activities, trainings, CBDRR activities and mitigation projects are implemented corresponding to the project plan of action in alignment with the department plans and strategy, ensuring the interconnection with the department core activities (Specifically the Response and Preparedness).
- Conducting periodic meetings with the relevant departments.
- Conducting periodic revisions to the project budget and modifying it to reflect any changes on the implemented activities in cooperation with the relative departments. (Direct reflection of changes and connection to activities progress with the project accredited Plan of Action)



- Preparing and following up on the community response committees training plans through direct coordination with the DRM team interconnecting to the capacity building program.
- Conducting and following the planned monitoring and evaluation activities accredited for the project, Including the pre, during, and post evaluation assessments per the implementation plans .
- Participating in preparing the project bulletins in cooperation with the relevant departments.
- Preparing and monitoring the estimated budgets of the projects in accordance with PRCS vision and needs.
- Preparing the annual procurement plan of the project. (Periodic payment tables)
- Following any other tasks or duties that is related to the project (or the department).
- Develop and maintain good relationships and lines of communication with all teams, staff and communities involved in the scope of the project, including relevant local authorities and health providers, prior to intervention explaining PRCS role and liaising with them during all phases of the project.

Qualifications:

- Bachelor degree in administration, science, social development or any relevant field.
- Working experience of 3 years as a project coordinator.
- Previous experience of 3 years on Disaster Risk Management and specifically Disaster Risk Reduction is mandatory (volunteer or employment)
- Attended trainings-courses that are related to DRM/DRR (Disaster Risk Management/Reduction) are mandatory. Capacity building on RCRC Movement DRR approach is highly preferred ,
- Experience facilitating specifically Disaster Risk Reduction Trainings, and overall Disaster Risk Management trainings in the RCRC movement is highly preferred
- Ability to prepare statistical and administrative reports.



- Adequate experience of designing and following budgets.
- Organizational and planning skills.
- Ability to monitor and follow up the project.
- Professional (Microsoft Office Suite)
- Languages Proficiency: English (Very Good) and Arabic (Excellent) in writing, speaking and reading.
- Knowledge of PRCS rules and instructions of purchase.

Personal skills:

- Strong Social and Communication skills.
- Working in a Team under pressure while managing a varied workload.
- Team player
- Flexibility and Adaptability
- Ability to manage deadlines
- Problem solving
- Critical thinking
- Time management
- Ability to manage others
- Ability to work in the field

Qualified candidates are invited to submit their resumes and cover letters with the subject “**Disaster Risk Reduction and Climate Change Program and Projects Coordinator**” to jobs@palestinercs.org no later than **4/5/2026**