



PRCS is looking for **WASH Project 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 **3/8/2026** Job details can be found on the PRCS website

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

Job Title: WASH Project 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 WASH Project Coordinator is responsible for planning, coordinating, implementing, monitoring, and reporting on WASH project activities in alignment with the Palestine Red Crescent Society (PRCS) vision, policies, and strategic objectives. The role ensures effective project implementation by overseeing technical, administrative, and financial aspects of the project, coordinating with relevant stakeholders, monitoring progress against work plans and budgets, identifying implementation challenges, and ensuring timely and appropriate corrective actions. The Project Coordinator is also responsible for maintaining compliance with donor requirements and organizational standards while ensuring the successful delivery of project outcomes.



Responsibilities:

- Prepare, develop, monitor, and update the project action plan in close coordination with the department and other relevant programs involved in the project, ensuring timely implementation, effective collaboration, and successful project completion.
- Monitor and supervise project staff in PRCS branches and coordinate with relevant programs to ensure the timely and effective implementation of project activities in accordance with the approved work plan. Regularly track and report operational and financial progress, identify deviations or changes affecting project activities, and ensure appropriate corrective actions are implemented.
- Prepare statistical analyses, progress updates, and daily, weekly, monthly, and narrative project reports in collaboration with project teams in PRCS branches and relevant departments, ensuring timely and accurate reporting to management and donors.
- Participate in procurement processes and procurement committees, ensuring that all purchased goods, services, and supporting documentation comply with PRCS procurement policies, donor requirements, and project specifications. Follow up on and supervise tendering processes throughout all stages.
- Ensure that all WASH engineering components are implemented in accordance with approved project documents, including technical assessments, engineering designs, preparation of Bills of Materials (BoMs), technical specifications, and cost estimates, while ensuring compliance with project budgets and approved plans.
- Conduct regular coordination meetings with relevant departments, PRCS branches, and project stakeholders to review implementation progress, address challenges, and strengthen coordination.
- Monitor and review the project budget on a regular basis, proposing revisions when necessary to reflect implementation progress, operational changes, and evolving project needs, in coordination with relevant departments and in line with the approved Plan of Action.
- Participate in the design of capacity-building and training plans, develop training materials, and deliver technical and operational training to project staff, branch teams, volunteers, and other project implementers.



- Plan, coordinate, and oversee project monitoring, evaluation, accountability, and learning (MEAL) activities, including baseline, midline, and end line assessments, beneficiary satisfaction surveys, and other monitoring and evaluation tools to measure project performance and impact.
- Contribute to the preparation of project communication materials, bulletins, and visibility products in collaboration with relevant departments and in accordance with donor visibility requirements.
- Prepare, monitor, and update project budgets, financial forecasts as well as procurement plan to ensure efficient utilization of resources and alignment with PRCS priorities, donor requirements, and approved project plans.
- Carry out additional project- or department-related duties as assigned to support the effective implementation of PRCS programs and organizational objectives.
- Perform civil engineering duties related to departmental projects, including site assessments, engineering supervision, quality control, preparation and review of engineering drawings, Bills of Quantities (BoQs), technical specifications, cost estimates, and tender documentation.
- Develop and maintain effective working relationships and communication with relevant local authorities, municipalities, service providers, health institutions, contractors, consultants, and other stakeholders before, during, and after project implementation, ensuring effective coordination and representation of PRCS throughout the project lifecycle.



Qualifications:

- A bachelor degree in Civil Engineering.
- 1 year of working experience as a project coordinator – Civil Engineer.
- Relevant professional training and certifications related to WASH, project management, or other fields relevant to the position.
- A prior knowledge in WASH (Water, Sanitation and Hygiene) in general, WASH-FIT tool, and WASH in Healthcare Facilities specifically is preferred (Prior Working experience in the mentioned is also preferable).
- Ability to prepare technical, statistical, engineering, and project progress reports.
- Strong knowledge of project budgeting, financial planning, and budget monitoring.
- Proficiency in relevant computer applications, including **Microsoft Office Suite** (Word, Excel, PowerPoint, Outlook) and **Autodesk AutoCAD**; knowledge of other engineering and project management software is an asset.
- Strong command of **English** (minimum **B2** level or equivalent), with the ability to prepare donor reports, technical documentation, and project proposals in English.

Personal skills:

- Strong verbal and written communication and interpersonal skills.
- Ability to work effectively under pressure and manage multiple priorities within tight deadlines.
- Willingness and ability to undertake frequent field travel across PRCS operational areas.
- Proficiency in preparing technical and narrative reports and maintaining accurate project documentation.

Qualified candidates are invited to submit their resumes and cover letters with the subject “**WASH Project Coordinator**” to jobs@palestinercs.org no later than **3/8/2026**