

## Project Coordinators - Ariana Regional Office

### Context

The Tunisia Accountability Decentralization and Effective Municipalities (TADAEEEM) program is funded by the United States Agency for International Development (USAID). The program aims to help the Government of Tunisia decentralize governance to the institutions closest to its citizenry and continue to strengthen its nascent democracy. The project, alongside a team of subcontractors, works on enhancing citizen participation in the process of governance as well as the government's capacity to deliver the services that citizens prioritize. The project team works in 12 Governorates, 33 adjacent municipalities, and with the central government in Tunis to ultimately strengthen the ecosystem of stakeholders and institutions across the country. Outside of Tunis, the project holds 5 regional offices. The TADAEEEM project aims at hiring two Project Coordinators.

### Objectives

The Project Coordinator is responsible for the planning, coordination and implementation of the various program components at the regional level.

### Specific tasks

The Project Coordinator will undertake a set of tasks to enable the implementation of TADAEEEM methodology in municipalities and regional offices, he:

- Ensure the mobilization of regional technical teams composed of service delivery specialists, capacity building specialists, intergovernmental specialists and citizen participation specialists;
- Plan for the development and implementation of TADAEEEM methodology and service improvement programs;
- Coordinate with technical/services managers at the level of Tunis teams to ensure the mobilization of technical experts and the necessary resources for the implementation of actions;
- Ensure the tracking of all field activities, their progress and the mobilization of the resources necessary for their implementation;
- Report the progress and achievement of objectives and results regularly to the Regional Manager according to the project's annual work plan;
- Ensure the establishment and preservation of relations with the municipalities for which it is responsible;
- Ensure the quality control of all working documents and reports related to the technical activities of the project and review the deliverables of the mobilized experts for submission and approval by the Regional Manager;

**Place of mission**

The Project Coordinator will be based in the Tunis office, but will have to travel regularly to the target municipalities.

**Reporting**

The Project Coordinator reports directly to the Regional Manager. He collaborates closely with the Technical Coordinator of Operations in Tunis.

**Qualifications**

The Project Coordinator should ideally hold an engineer's degree or a project management degree and should have the following qualifications:

- Proven experience in multi-disciplinary teammanagement;
- Between 5 and 10 years of experience as a team leader and/or senior management position;
- At least 5 years' experience in project management, experience in the municipal sector, decentralization, governance and service delivery are highly desirable;
- Experience in institutional capacity building and excellent knowledge of the local context;
- Technical understanding of the various municipal services offered to citizens is highly desired;
- Excellent command of French and Arabic required, English is strongly recommended.