



Terms of Reference (ToR)

Position Title: Project Coordinator

Location: Aleppo, Syria

Contract Type: Full-time

Duration: 12 months

Application Deadline: 9/07/2025

About Field Ready for Humanitarian Innovation

Field Ready for Humanitarian Innovation is a registered non-profit organization operating in Syria, established with a mission to *Innovate, Empower, Impact*.

We aim to strengthen humanitarian response through practical innovation, local production, and capacity building. We support communities by designing and delivering sustainable solutions that restore livelihoods, improve services, and build resilience—especially in post-conflict settings like Aleppo.

Position Overview

We are seeking a highly motivated and technically skilled **Project Coordinator** to lead and manage innovation-focused projects in Aleppo. The ideal candidate will possess strong engineering knowledge, hands-on project management experience, and a passion for innovation and community-driven development.

Key Responsibilities

- Lead the planning, coordination, and execution of assigned projects in Aleppo.
- Engage local communities, innovators, and stakeholders in co-design and implementation of solutions.
- Supervise technical teams and ensure quality control of activities and outputs.
- Prepare project work plans, track progress, and ensure timely and effective delivery.
- Monitor budgets, procurement, and reporting in coordination with support staff.
- Ensure strong documentation, data collection, and M&E compliance.
- Contribute to knowledge sharing, lessons learned, and the scaling of successful innovations.
- Represent Field Ready in meetings with local authorities, NGOs, and academic partners.

Required Qualifications and Experience

- Bachelor's degree in Engineering or a related technical field (Master's preferred).
- Minimum 5 years of experience managing humanitarian or development projects, preferably in innovation or technology-driven initiatives.
- Proven experience in project cycle management, team leadership, and stakeholder engagement.
- Strong computer skills, including Microsoft Office, Google Workspace, and project management tools.
- Excellent English language proficiency (written and spoken); Arabic fluency required.
- Demonstrated ability to work independently, think creatively, and adapt to complex contexts.

How to Apply

Interested candidates are invited to apply by clicking the link below and submitting the required documents:

<https://fieldready.org.tr/index.php/job-opportunity-project-coordinator-aleppo-syria/>

Only shortlisted candidates will be contacted. Field Ready for Humanitarian Innovation is an equal opportunity employer. We encourage applications from qualified individuals, including women, persons with disabilities, and those from diverse backgrounds.