PROJECT COORDINATOR – ENDING INEQUALITIES

Reporting to: Eurodad Policy and Advocacy Manager for Tax Justice

About Eurodad: The European Network on Debt and Development is a strong and dynamic network of 54 European NGOs and five statutory allies in 28 countries, advocating for democratically-controlled, gender-just and human rights-based financial and economic systems. With an excellent track-record in achieving change, Eurodad is a progressive and open-minded employer, mindful of the well-being of its employees.

For more information about Eurodad and our most recent work, visit our website: www.eurodad.org and subscribe to our Development Finance Watch newsletter for further information.

Role Purpose: The Project Coordinator will be responsible for the overall coordination of an EU funded project entitled: “Raising the voices of communities on the front-line in the fight against economic inequalities”. This project is aimed at reinforcing the global fight against inequality, with a special focus on Indonesia and the Indian states of Maharashtra and Madhya Pradesh. The project connects the national-level work to end specific cases of economic, gender and caste inequalities in Indonesia and India to the regional and global level work to end inequalities within and between countries. The role involves project coordination and implementation, as well as activities related to monitoring, evaluation, learning and reporting, network strengthening, outreach and information sharing.

The successful candidate will balance excellent project coordination skills with strong interpersonal communication in a multicultural context, and the ability to plan, organise and implement in a cooperative manner. They will be excited by working at the cutting edge of development finance and inequality policy campaigns for transformative change, and have experience of working with advocacy-focused civil society networks or similar organisations.

Key contacts: Eurodad colleagues; Eurodad partners in India, Indonesia and the Philippines, Eurodad members and global allies.

Contract & location: Brussels-based, permanent contract. Gross annual salary range between €48,6k – €58k (incl. vouchers, holiday pay and end of year bonus),
depending on skills and experience. Attractive benefits package including additional days leave, complementary Hospitalisation, Ambulatory and Dental insurance (DKV), meal, eco, gift and culture-vouchers, working from home allowance, trainings, public transport allowance, travel insurance and contribution to a complementary private pension plan.

JOB DESCRIPTION

A. PROJECT COORDINATION (75%)

1. Organise and coordinate the implementation of an EU funded project on economic inequalities, including planning, oversight of implementation activities and quality control, to ensure that the project delivers and remains on track.

2. Provide ongoing communication with, and support to, the project partners in India, Indonesia and the Philippines, including the organisation of regular partner coordination calls and annual face-to-face meetings.

3. Ensure that all aspects of the project’s implementation incorporates strong monitoring, evaluation, accountability and learning (MEAL) procedures, in line with existing Eurodad systems and project specifications, including monitoring of project specific indicators. Carry out regular progress reviews and identify any needs for changes to the implementation plan.

4. Ensure compliance with Eurodad procedures and donor requirements in all aspects of the project’s implementation.

5. Ensure timely and high quality narrative reporting to donors, including coordination and consolidation of reporting by partners as well as reporting on Eurodad’s activities and outputs.

6. In close cooperation with the broader Eurodad tax justice team, support and engage in ongoing outreach to, and communication with, donors, and provide regular updates to, and engagement with, Eurodad members and allies regarding the implementation of the project.

7. Support the Eurodad Operations Team to oversee budgets, spending and financial reporting in line with Eurodad procedures, donor requirements and donor rules.
8. Support the production of specific outputs that Eurodad is responsible for under the project, including events, written outputs and communications materials.

B. STRATEGY AND ADVOCACY (10%)

1. Keep up to date with key inequality and development finance issues, and in particular issues related to economic inequalities related to gender and caste, as well as tax justice. Monitor relevant official and civil society activities in policy areas identified as project priorities.

2. Work with the broader Eurodad tax justice team to further develop and evaluate strategies and theories of change.

3. Support the global level networking and advocacy work of the broader Eurodad tax justice team.

C. TEAM AND ORGANISATIONAL SUPPORT (15%)

1. Support the broader Eurodad tax justice team and Eurodad colleagues as necessary, including occasionally taking on tasks and responsibilities outside this job description to meet team or organisational needs.

2. Support the coherence and implementation of the broader portfolio of grants and projects within the Eurodad tax team, in line with the Eurodad work plans and 5-year strategy.

3. Assist with the day to day running of the office.

4. Support the preparation of funding applications, as required.

ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

1. ESSENTIAL SKILLS:

- Reliable and inclusive organiser: Strong planning and project coordination skills, including the ability to lead inclusive and transparent processes and ensure joint ownership with partners of plans and project-wide outputs. Furthermore, the
ability to promote strong leadership and ownership by the partners in India, Indonesia and the Philippines as regards the activities and outputs in their countries and region.

- Strong intercultural networker: Good interpersonal skills and intercultural competence, including tactful facilitation and cooperation abilities, which can ensure that the relationship with the project partners remains strong and positive.

- Excellent communicator: Strong communication skills with a high standard of spoken and written English.

- Motivated team player: Focus on supporting the Eurodad partners and team to achieve objectives, combined with abilities to prioritise, to use own initiative and to work independently.

2. ESSENTIAL EXPERIENCE AND KNOWLEDGE:

- Strong experience with implementation of EU funded projects, including an in-depth understanding of EU rules and procedures.

- Previous experience with joint projects with partners in the global south, including southern-led implementation of activities and outputs.

- Experience in one or more of the focus issues of the project, namely: economic inequalities, including related discriminations based on caste and gender; tax justice and development finance.

- At least 5 years’ work experience including:
  § Project coordination: planning, coordination, monitoring, evaluation and reporting of activities in multi-partner, multi-country projects.
  § Civil society networking: facilitation of civil society cooperation and enabling effective means of working together.

- University degree in a relevant subject.

- Computer literate, familiar with standard software, including MS Office.

- Fluency in written and spoken English.

DESIRABLE EXPERIENCE:
- Working on the ground in a developing country.

- An affinity with the following cross-cutting priorities of Eurodad and the project: gender equality, global economic governance, human rights (rights-based approach), climate finance and environment.

- Fluency in other languages, and in particular Hindi or Bahasa. Fluency in other major languages, including Spanish or French, will also be considered a plus.

3. COMMITMENT TO EURODAD’S OBJECTIVES AND WILLINGNESS TO TRAVEL.