



Job Title: Regional Coordinator oPT/MENA

Location: Jordan, Egypt or Lebanon

Reports to: Chairman

Type: Initial 3 month contract

About the Organization

Humanity First UK was established in 2018 part of the global Humanity First family across 60 countries. We are an agile disaster response and development NGO with active teams across West Africa, East Africa, the Middle East including the Occupied Palestinian Territories

Our dedicated teams ensure maximum utility and minimum resource, with our senior executive driving the organisation on a pro bono basis.

Position Summary

The Regional Coordinator will oversee and coordinate the implementation of Humanity First UK's programs and activities in Occupied Palestinian Territories and the MENA region. This role ensures effective project delivery, partnership management, and compliance with organizational standards. The Regional Coordinator will serve as the primary point of contact for local stakeholders, partners, and beneficiaries.

Key Responsibilities

- **Program Coordination:**
 - Oversee the planning, implementation, and monitoring of projects in the region.
 - Ensure activities are delivered on time, within scope, and in line with organizational objectives.
 - Support the development of new project proposals and initiatives.
- **Stakeholder Engagement:**
 - Build and maintain relationships with local authorities, partners, donors, and community groups.
 - Represent Humanity First UK at meetings, workshops, and events in the region.
- **Team Leadership:**



- Supervise and support local staff and volunteers.
- Facilitate training and capacity-building sessions for team members.
- **Monitoring & Reporting:**
 - Collect and analyse data to assess project impact and progress.
 - Prepare regular reports for management and donors.
- **Compliance & Administration:**
 - Ensure adherence to organizational policies, donor requirements, and local regulations.
 - Manage regional budgets and resources efficiently.

Qualifications

- Bachelor's degree in International Development, Social Sciences, Management, or a related field.
- 3+ years of experience in project coordination or management, preferably in the NGO sector.
- Strong organisational and leadership skills.
- Excellent communication and interpersonal abilities.
- Proficiency in English and Arabic (written and spoken).
- Knowledge of the humanitarian and development context in Jordan and the region.

Essential

- Experience working with refugees, vulnerable populations, or in emergency response.
- Familiarity with NGO sector, UN agencies, donor reporting and compliance.
- Ability to travel within the region as required.

How to Apply

Please send your CV and a cover letter to contact@uk.humanityfirst.org with the subject line **"Regional Coordinator Application oPT/MENA"**.