



**MINHAJ WELFARE FOUNDATION**

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## **JOB VACANCY: Humanitarian Projects Coordinator**

**SALARY: MINIMUM WAGE (NEGOTIABLE WITH EXPERIENCE)**

Email CVs + to [info@minhajwelfare.org](mailto:info@minhajwelfare.org)

We are looking for an enthusiastic and flexible individual who understands the NGO and Humanitarian Environment to work alongside our small but motivated team. The role will entail maintaining communication and liaising with field operatives and donors. Compiling reports on project delivery and submitting them to donors on a regular basis. Maintaining communication with donors. Following up and creating links with field-level project implementers and ensuring successful delivery of projects. You will also be responsible for developing and maintain all project deadline monitoring systems.

**SKILLS REQUIRED**

- Fluent English Language Speaking and Writing Skills
- Proficiency in the Urdu / Punjabi / Arabic Language is a bonus
- Excellent administrative skills
- Strong knowledge of basic Microsoft packages including Excel, Word and Outlook

**Qualifications**

Educated to degree level or equivalent alongside some experience in the field.

**Closing date for interim post: 14 August 2014**

**Start date: ASAP**