

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-390-2021
Company Name	ECODIT Liban SARL
Industry	Environmental planning and management consulting
Vacancy	Project Coordinator
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full-time
Major(s)	Environmental-related
Degree	Masters
Years of Experience	4 to 7 years
Location	Baabda, Lebanon
Remuneration & Benefits	<ul style="list-style-type: none"> <li>• Gross Annual Salary based on merit and experience</li> <li>• Transportation: Monthly Allowance</li> <li>• Medical Health Insurance: Yearly Allowance</li> <li>• National Social Security Fund (NSSF)</li> <li>• Personal Vacation: 15 days per year</li> <li>• Official Holidays: 15 days per year</li> <li>• Annual Bonus: 0 to 10% of Annual Salary depending on both the candidate and ECODIT performance</li> </ul>
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Project Coordination and Implementation               <ul style="list-style-type: none"> <li>- Carry out and coordinate the implementation of various projects and assignments including -but not limited to- IEEs, EIAs, EAs, SEAs, environmental strategies, workshops, public sessions, training, and technical assistance to Clients</li> <li>- Assist in the definition of project scope and objectives</li> <li>- Carry out data collection, literature review, research, and site visits</li> <li>- Ensure proper implementation of quality assurance and quality control for collection of data</li> <li>- Conduct data analysis and report writing</li> <li>- Coordinate resource availability and allocation for the flawless execution of</li> </ul> </li> </ul>

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- projects
- Ensure projects are delivered on-time, within scope and budget
- Create and maintain comprehensive project documentation
- Establish and maintain relationships with clients and all stakeholders
- Act as Project Manager on small-scale projects
- Perform other related duties as assigned
- New Business / Proposal Development
  - Track new project opportunities, including calls for Expressions of Interest (EOI), Requests for Proposal (RFP), and Requests for Quotation (RFQ) from various sources according to ECODIT's line of services
  - Carry out proposal development, including preparation of technical and financial proposals
  - Contribute notably in teaming and recruiting consultants
  - Develop and maintain professional relations as well as identify new business opportunities with local and regional firms and organizations with which ECODIT may partner
- Administrative Work
  - Reply to phone calls, emails, and face to face enquiries
  - Schedule and coordinate meetings, take minutes of meetings, and manage calendars
  - Maintain proper paperwork activities
  - Develop and update administrative systems to make them more efficient
  - Perform other related duties as assigned
- Other Functions
  - Provide assistance to senior staff
  - Contribute to team/staff development by imparting more junior staff
  - Participate in annual performance appraisals of other staff