

Project Coordinator Role – Job Description (WF-AID)

Role Purpose

The Project Coordinator is responsible for the end-to-end coordination and ownership of assigned projects, ensuring they are delivered accurately, efficiently and in line with WF-AID standards.

The role requires a high level of attention to detail, accountability, and quality control, with the expectation that the Project Coordinator will take full responsibility for their assigned projects from planning through to delivery, under the supervision of the Operations Manager.

The Project Coordinator will support the delivery of humanitarian and development projects by ensuring all documentation, reporting, communication and internal processes are completed to a high standard and within deadlines.

Reporting Line

- Reports to: **Operations Manager**

Key Responsibilities

- Take full ownership of assigned projects from initiation to completion, ensuring delivery in line with agreed deadlines, expectations and WF-AID standards
- Develop, maintain and update project documentation, including plans, budgets, reports, trackers and logs to ensure accuracy, completeness and data integrity
- Support the development and ongoing monitoring of project timelines, implementation plans and budgets, highlighting risks, delays or issues at an early stage
- Ensure effective coordination between internal teams and external implementing partners, maintaining clear communication and timely follow-up on actions and requests
- Review all work prior to submission to the reporting line to ensure accuracy, completeness, consistency, and compliance with WF-AID quality standards and SOPs
- Prepare draft donor reports, project updates, internal summaries and supporting documentation as required
- Act as the day-to-day point of contact for assigned projects under the supervision of the Operations Manager, ensuring clear and professional communication with all stakeholders

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- Attend fundraising events, donor meetings and external engagements where required, including outside standard working hours, and support related coordination and follow-up activities
- Use Microsoft Office (Word, Excel, PowerPoint) and Canva effectively to support reporting, tracking, documentation and basic design requirements
- Escalate risks, issues and delays to the Operations Manager in a timely and structured manner, ensuring no critical matter remains unresolved

As this list is not exhaustive, the candidate may be required to undertake other duties of a similar nature that are reasonably associated with their role.

Person Specification

Essential

- Strong attention to detail and commitment to high-quality work
- Ability to take full ownership of assigned tasks and projects
- Strong organisational and time management skills
- Ability to manage multiple tasks and meet deadlines consistently
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Competent in Microsoft Office (especially Excel and Word)
- Ability to use Canva for basic design and presentation work
- Willingness to attend external events outside standard working hours when required
- Ability to take feedback constructively and apply it effectively

Desirable

- Experience in project coordination or administration
- Experience in humanitarian or development sector
- Understanding of donor-funded projects
- Experience working with implementing partners or NGOs
- Familiarity with project tracking systems (e.g. ClickUp, Trello or similar tools)

Key Behavioural Expectations

- Takes ownership rather than waiting for instructions
- Produces accurate and high-quality work consistently
- Proactively identifies issues before they escalate
- Responds positively to feedback and continuously improves

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- Maintains professionalism in all internal and external communication
- Demonstrates reliability, accountability and commitment to deadlines

Success Measures

Success in this role will be demonstrated through:

- Projects and assigned tasks delivered accurately and on time
- Minimal errors in documentation and reporting
- Effective maintenance of project logs and trackers
- Strong responsiveness and communication with internal teams
- Positive feedback from Operations Manager
- Ability to independently manage assigned project workload with minimal supervision

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