

Job Title: Sudan Project Coordinator

Thomson Foundation is a British non-profit devoted to encouraging truthful and unbiased journalism as a way of promoting civil society. It has a 60-year track record of training journalists in ethical standards and quality reporting in more than 100 countries. It works with media organisations, governments, civil society organisations and commercial bodies, principally in Eastern Europe, Africa, Latin America, Asia and the Middle East, who wish to sponsor professional standards in factual content. The foundation is independent and non-political.

About the Role: The Sudan Project Coordinator reports directly to the MEA Programme Manager. As the Project Coordinator, you will play a crucial role in supporting Thomson's projects and activities in Sudan. You will collaborate with internal teams, external partners, and stakeholders to ensure the smooth execution of activities, maintain accurate records, and contribute to impactful report writing. Your proactive and detail-oriented approach will be essential in coordinating logistics, managing finances, and facilitating effective communication between all involved parties.

Responsibilities:

1. Logistical Support:

- Provide logistical support for both remote and in-person activities, such as workshops, mentoring schemes, panels, and multi-stakeholder convenings.
- Coordinate event logistics, including venue arrangements, travel arrangements, and resource allocation.

2. Monitoring and Reporting:

- Track and document programme outputs and examples of impact to contribute to report writing.
- Assist the Programme Manager in monitoring project progress and finances.

3. Project Mobilisation and Coordination:

- Support the Programme Manager in mobilising key project activities and suppliers, including developing terms of references or contracts and conducting due diligence processes.
- Coordinate project activities with multiple internal stakeholders, external contractors, partner organisations, and donors, as required.

4. Financial Management:

- Collaborate with the Finance Team to encode invoices and monitor project budget spending.

5. Outreach and Networking:

- Conduct research to identify potential collaborators and maintain the database records, documenting networks, and ongoing interactions.

6. Support and Coordination:

- Assist with key outreach activities, including research and event coordination.
- Provide support to the Regional Programme Manager as required, including context monitoring and support for wider Programme team development.

Qualifications and Skills:

- Prior experience in working within donor funded projects, including relationship building, collaboration across teams, and stakeholder engagement.
- Highly organised with the ability to manage changing priorities and work under time pressures.
- Self-motivated, capable of working independently and as part of a team.
- Proactive problem-solving attitude with keen attention to detail and project progress monitoring.
- Experience in supporting and building multi-stakeholder partnerships.
- Strong written and oral communication skills, with the ability to communicate effectively across diverse cultures and backgrounds.
- Familiarity with administrative and finance processes, along with excellent numerical skills.
- Proficiency in Microsoft Word, Teams, Outlook, and Excel.
- Fluent in **English** and **Arabic**. Sudanese nationals will be prioritised for this role.
- Previous experience in media development, journalism, or international development is advantageous.

To apply, please email your CV and a cover letter to mea.recruitment@thomsonfoundation.org . Applications will be reviewed on a rolling basis.

Please note that this is an initial 6-month contract with possibility of extension based on performance and budget availability.