



INCLUSIVE DEMOCRATIC PARTICIPATION: ENHANCING EDUCATION, ENGAGEMENT, AND OVERSIGHT

Position	: Project Coordinator
Reports to	: Project Manager
Duty station	: Hybrid
Duration of contract	: 01-03-2024 till 28-02-2027

Introduction

The Arab Center for the Development of the Rule of Law and Integrity (ACRLI) is a non-governmental, non-profit regional organization founded in 2003 by a group of legal experts, practitioners, and prominent public figures. ACRLI's mission is to promote and implement best legal practices in the areas of the rule of law and integrity, in alignment with international norms and standards. Its ultimate goal is to strengthen sustainable good governance for development across the Arab region.

ACRLI is currently implementing the "Inclusive Democratic Participation: Enhancing Education, Engagement, and Oversight in Lebanon" project, funded by the European Union, in partnership with the European Center for Electoral Support (ECES).

This project aims to promote civic engagement, strengthen democratic processes, and enhance good governance. This initiative seeks to empower diverse stakeholders—including civil society organizations (CSOs), policymakers, and marginalized groups—to foster inclusive decision-making and participatory governance. Through capacity-building, research, and advocacy, ACRLI aims to contribute to a more transparent, accountable, and democratic society.

Over a 24-month period, the project will focus on:

- ✓ Empowering CSOs to promote democratic education
- ✓ Improving electoral processes and advocating for legislative reforms
- ✓ Enhancing implementation and oversight to ensure accountability

The project will involve multiple activities, supported by a team of experienced professionals and experts. To support its implementation, ACRLI is recruiting a Senior Election Expert who will assist the project team in executing various activities and ensuring the initiative's success.



Key Responsibilities

1. Project Planning & Implementation

- Assist in developing project work plans, timelines, and deliverables.
- Ensure smooth execution of activities related to legal reform, governance, and institutional strengthening.
- Support research and analysis on relevant legal and governance topics.

2. Focus Groups & Workshops Management

- Organize and coordinate focus groups, workshops, and roundtables with key stakeholders, including government officials, legal experts, civil society organizations, and international partners.
- Develop agendas, presentations, and materials for workshops and focus group discussions.
- Attend and facilitate discussions, ensuring key insights and recommendations are documented and analyzed.
- Summarize findings from discussions and prepare reports for project stakeholders and donors.

3. Stakeholder Engagement & Coordination

- Act as a liaison between project teams, government institutions, civil society organizations, and international partners.
- Maintain regular communication and coordination with donors, legal experts, and policymakers.
- Ensure stakeholder feedback is integrated into project planning and implementation.

4. Monitoring, Evaluation, & Reporting

- Track project progress, ensuring timely implementation of activities.
- Prepare reports, policy briefs, and updates for donors and stakeholders.
- Identify challenges and risks, proposing solutions for effective project execution.

5. Administrative & Logistical Support

- Maintain project documentation, contracts, and financial records.
- Assist in budget tracking, procurement, and resource allocation.
- Organize events, roundtables, and field visits for stakeholders.

6. Compliance & Quality Assurance

- Ensure all activities align with donor requirements, legal frameworks, and best practices in governance and rule of law.
- Support evaluations to assess project impact and sustainability.

Qualifications & Skills

- Bachelor's degree in Law, Political Science, International Relations, Public Administration, or a related field.
- 5+ years of experience in project coordination, particularly in legal reform, governance, or human rights projects.
- Experience in planning, managing, and facilitating focus groups and workshops.



- Excellent communication, writing, and stakeholder engagement skills.
- Experience in report writing, research, and policy analysis.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and project management tools.
- Ability to work under pressure, manage multiple tasks, and meet deadlines.

Preferred Experience

- Experience working with international organizations and NGOs on legal and governance issues.
- Familiarity with donor-funded projects and compliance requirements.
- Knowledge of anti-corruption, access to justice, human rights, and electoral reforms is an asset.