



# *Women's Resource and Outreach Centre Limited*

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## **PROJECT: STRENGTHENING THE CULTURE OF INTEGRITY IN JAMAICA Job Vacancy Project Coordinator**

The Women's Resource and Outreach Centre Limited (WROC) is looking for an enthusiastic Project Coordinator to provide administrative support for the Strengthening the Culture of Integrity in Jamaica (SCIJ) project.

WROC is a non-profit non-governmental organization that provides a place for women and youth in the Lyndhurst and Greenwich area and other communities to learn the route to self-empowerment.

### **Introduction**

The main goal of the SCIJ is to see sustainable human development that is enhanced by the deepening of Jamaica's democracy and accountability processes through the elimination of corrupt practices and the promotion of gender equality and the empowerment of women and girls.

### **Project Coordinator- Scope of Work**

The Project Coordinator oversees the planning, implementation, and tracking of the Strengthening a Culture of Integrity Project. This project falls under the capacity building and community transformation and research and advocacy components of WROC's strategic plan.

### **Major Functions**

The Project Coordinator performs a wide range of duties including some or all of the following:

1. Create based on the scope of the project a detailed work plan which identifies and sequences the activities needed to successfully complete the project
2. Manage project staff and/or volunteers according to the established policies and practices of the organization
3. Write reports on the project for management and for funders

### **Academic qualifications and experience**

- University degree in Social Science, Humanities or related area
- Knowledge and experience of project management
- Knowledge, skill and experience in the human rights based methodology and gender sensitivity
- 2 to 3 years planning and/or management experience

### **Working Conditions**

- The Project Coordinator works a standard workweek but may be required to work some evenings and weekends to meet project milestones.

Please send a cover letter and resume to [wrocjamaica@gmail.com](mailto:wrocjamaica@gmail.com) by April 14 at 3pm. Only Short listed persons will be contacted.

Board of Directors: Lorna lee- Chairperson, Calman Barrett, Shera Grant Clarke, Kathleen Goldson-Clarke, Cynthia Humes, Christine Senior Harper, Linnette Vassell, Wendel Wilkins, Dorothy Whyte