

KAPITA

Senior Programs Coordinator

KAPITA is a private sector development company that aims to empower small and medium-sized enterprises (SMEs) through investment, research, incubation/acceleration, and market development programs.

In order to upgrade the Iraqi ecosystem, KAPITA is working on new startups development, helping established Iraqi startups small businesses to scale their (market, production, and evaluation), as well as personal development for entrepreneurs. KAPITA is taking the next logical step, by starting the first incubator and accelerator in Baghdad that hosts the most promising startups, providing them with seed funds, infrastructure and business services, financing and public relations. We will support the community by enhancing the entrepreneurial movement, building youth capacity, and feeding the private sector with human resources and knowledge-based, well-planned successful businesses.

We aim to be the institute that forms the core engine in developing the private sector in Iraq, we believe that to accelerate the growth of ecosystems and Entrepreneurs, there must be a core engine that grows fast in order to cause an overall growth and development to take Iraqi startups and small businesses to the next level.

Duration

The contract duration is **8 months with 100% FTE** *“full time employment”*. The duration of the contract is *extendable*.

Professional competencies:

- Proven experience as program coordinator or relevant position
- Knowledge of program management and development procedures
- Knowledge of budgeting, bookkeeping and reporting
- Proficient in MS Office
- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- BSc/BA in business administration or relevant field

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Role and responsibilities:

- Coordinate the implementation of program activities.
- Organizing programs and activities
- Managing a team with a diverse array of talents and responsibilities
- Meeting with stakeholders in regard to projects issues and decisions on services
- Ensure the delivery programs goals and objectives
- Provide data collection and analysis for program evaluation
- Participate in strategic planning with regards to program development
- Assist with program assessments ensuring programmatic goals are well documented
- Perform data validation and quality control checks.
- Producing accurate and timely reporting on programs status

Submission

Please send your CV and any other supporting documents to applications@kapita.iq with the subject line "Senior Program Coordinator Application"

Submission Deadline: 26th September, 2021 6:00 pm Baghdad time

Please Note that we can only respond to successful applicants that pass into the second stage of evaluation.

NOTICE: Due to the urgency of the position, Kapita reserves the right of starting the interviews with selected candidates and fill the vacancy before the closing date.

Only shortlisted candidates will be contacted.

Female Candidates are encouraged to apply for this position. Kapita is an equal opportunity employer and we actively seek out diverse backgrounds, perspectives, and skills.