

Vacancy Announcement: Project Assistant

Organization: Sudan Media Forum

Reporting to: Program Coordinator

Start Date: May 1, 2026

Duration: 8 months

Level of Effort: Part-time (50%)

Compensation: 2,000 EUR

About the Role

Sudan Media Forum is seeking a Project Assistant to support the coordination and implementation of its ongoing programs and activities. The role focuses on ensuring smooth project operations, tracking progress, and supporting communication across teams and stakeholders.

Key Responsibilities

- Support coordination and implementation of project activities
 - Track progress, timelines, and deliverables
 - Maintain project tracking tools and documentation
 - Support monitoring, reporting, and follow-up processes
 - Coordinate with internal teams and external stakeholders
 - Provide administrative and operational support as needed
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Qualifications

- Bachelor's degree in business administration or related field.
- Experience in project management
- Strong organizational and time management skills
- Experience in tracking and reporting tools
- Ability to work independently in a remote environment
- Strong communication skills in English

How to Apply

Interested candidates are invited to submit their CV and a brief cover letter to secretariat@sudanmediaforum.org by April 27th 2026.

Only shortlisted candidates will be contacted.