

World Vision International

Employment Opportunity

Job Description

Location: Madang

Title: Project Coordinator-Astrolabe Community Resilience & Disaster Preparedness Project

The Project Coordinator will be directly responsible for the implementation and overall management of the Astrolabe Community Resilience and Disaster Preparedness Project in Madang Province, Rai Coast District funded by ECHO and World Vision Germany.

The project will work with communities and local government structures in order to bring about a tangible and significant increase in the resilience of the most vulnerable communities located in disaster prone areas of the Astrolabe LLG, Rai Coast District. The project will directly target 5,664 individuals from 15 wards along the coastline and neighboring rivers and tributaries and indirectly target 18,206 individuals. The project aims to ensure that the most vulnerable communities and individuals are empowered to improve sustainable, entrepreneurial and innovative solutions to affects of climate change that threaten their lives and livelihoods.

Specifically, the Project Coordinator will be responsible for provision of project technical support, budgeting and budget management, project administration, human resources management and all matters relating to the Astrolabe Community Resilience and Disaster Preparedness Project implementation in the 15 wards of the Astrolabe LLG, Rai Coast District. The project Coordinator will also be required to work with communities and local and provincial government structures in Madang, in order to bring about tangible and significant increase in the resilience of the vulnerable communities and promote adaptation initiatives to mitigate impacts of climate change and variability across targeted communities in the Astrolabe LLG, Rai Coast District. It is expected that this project achieves an acceptable increase in resilience through improved rural livelihoods, disaster risk reduction and adaptation as well as capturing evidence of change.

ROLE DIMENSION / DESCRIPTION

End Results Expected Time Spent 50%

Programme Management

Overall responsibility for effective and efficient management and delivery of Astrolabe Community Resilience and Disaster Preparedness Project through annual planning, budgeting, reporting and day-to-day project operations consistent with project cycle management and the project's goal with highest standards of programmatic quality,
Provide technical support and guidance to staff and partners on climate change and community resilience project management
Ensure that the project adopts best practice in integrated rural development,

climate change and adaptation and takes up recommendations to ensure that lessons learned within the project are properly recorded and shared with other partners;

Ensure monitoring system and tools are developed and used by project staff to track project progress, and capture learning

Coordinate processes for project evaluation. Share lessons learned with communities, development partners and other key stakeholders

Provide regular reporting to the HEA Manager, per guidelines including preparation and consolidation of project monthly, quarterly and annual reports.

Monitor the context and carry out adjustments to project plans and management on an on-going basis in light of changing context, resources, and opportunities.

Monitor project expenditure against budget, and preparation and submission of required project progress and financial reports on a regular basis.

Develop and implement a plan together with project staff, technical specialists and stakeholders to ensure effective project implementation.

Develop and maintain strong relationships within and outside project areas, including provincial government of Madang, INGOs and local organisations, Church leaders, community leaders and relevant networks working in the Astrolabe LLG, and including those working in agriculture, resilient livelihoods and climate change in the Province of Madang, to secure necessary technical and material support for project implementation.

Monitor any evolving humanitarian situations in times of unforeseen climate change in the project area and keep the HEA Manager informed and support development of appropriate responses in relation to Disaster Risk Reduction strategies,

Coordination and Representation 15%

Promotion of the organization's positive image through collaboration and networking

Ensure that the project collaborates and networks with other stakeholders such as the PDMO, NARI, INGOs in Madang, and other government agencies.

Represent WV at all meetings on LLG and Provincial level.

Maintain strong relationships with NO and RO to ensure quality programming

Logistics and Finance Management. 10%

To ensure efficient management of staff, financial and other resources including coaching and mentoring where necessary, financial management, logistics and transport management.

Ensure efficient use and management of transport resources,

Work with the relevant staff of the Country Programme Office and Madang Programme Office in procurement processes of project inputs through outlined procurement procedures.

Ensure that project implementation meets donor compliance requirements,

Produce monthly budget variance reports

Safety and Security 5%

Ensure all safety or security incidents (tribal conflicts, vehicle accidents, theft, etc) are appropriately recorded and reported

Actively monitor field site safety and security and advise the Security Manager about new developments.

To ensure regular communications are maintained among the field sites, and

between the field and the country office

Human Resource Management 20%

Ensure good individual and team performance in support of project implementation through coaching, mentoring and regular meetings. Working together with HEA manager, Programme Manager, P & C Director in recruitment for various projects positions and provides orientation and training as needed.

Facilitate effective teamwork, coordination and work planning among project staff, technical specialists, and finance and administrative staff in support of project objectives.

To line manage all project staff including conducting annual appraisals of staff, coaching and mentoring where necessary

Facilitate a working environment of mutual trust, respect, and care among all project staff.

Be responsible for building the capacity of all project staff, enhancing their commitment, character, competence, and critical thinking. Work with them to develop and implement personal capacity building plans.

Promote on-going reflection and learning among staff.

REQUIRED:

Education

A degree in a field related to project management, Research, Social or Political Science, Development Studies or similar field.

Essential

Computer application diploma

Preferred

Knowledge & Skills

A high mature self-starter, able to work independently, think critically and reflect and willing to take calculated risks to enable learning; good communication skills, excellent people management and interpersonal skills preferably in an NGO; able to live, motivate and work closely with a diverse team with minimum direct supervision

Essential

Good Knowledge and understanding of key aspects of development work; including food, nutrition and livelihood security, cross-cutting themes (e.g. gender, environment, HIV/AIDS), and integration of disaster mitigation and climate change response in development programming.

Essential

Understanding and experience of administration, finance, procurement and logistics systems, Strong skills in speaking and writing English with solid computer skills in Microsoft Word, Excel, power point and email

Desirable

Skills in training/facilitation of DRR processes, including organization and mobilization of communities and networking among different partners such as community-based organizations (CBOs), governments and WVPTL staff and their respective roles and responsibilities

Desirable

Skilled in the implementation of ECHO funded projects meeting all donor requirements with satisfaction.

Essential

High level integrity and high standards of personal conduct

Desirable

Experience

At least five years experience in managing climate change, resilient livelihoods, disaster risk reduction/ or agriculture and related projects

Proven experience in managing ECHO funded grant projects

Essential

Work Environment

Handling work with minimum man power and lesser Time

PREFERRED:

World Vision experience in a similar role.