

<b>JOB TITLE:</b> Project Coordinator	
<b>TEAM/PROGRAMME:</b> Operations	<b>LOCATION:</b> Nkhotakota
<b>GRADE:</b> 4	<b>Type of Contract:</b> Fixed Term 12 months
<p><b>CHILD SAFEGUARDING: (select only one)</b> Level 3 - a CRB check (enhanced level) or equivalent overseas police check will be required as the responsibilities of the post require that:</p> <p><input type="checkbox"/> The post holder to have regular contact with or access to children or young people.</p>	
<p><b>ROLE PURPOSE:</b></p> <p>The Project Coordinator will be responsible and accountable for effective and efficient planning, implementation and management of the SMART CLIMATE - Sustainable Malawian AgRiculTure to enhance resilience to CLIMATE change project in Nkhotakota. She/he will lead the development and implementation of Detailed Implementation Plans (DIPs) and Work plans for the project, project reporting, partnership management and capacity building of SCI project staff reporting to her/him, relevant government partners at district level and implementing and strategic partners staff for the project as necessary.</p> <p>The Project Coordinator will provide operational leadership to planning and implementation of the project, manage performance of the project, and project team. He/She will ensure adherence to overall technical and programmatic quality in implementation, compliance with donor rules and regulations, and the timely and quality submission of all deliverables, including annual work plans, performance-monitoring plans, reports as required.</p> <p>The objective of the project is to contribute to improving the resilience of vulnerable communities in the central and northern regions of Malawi to the impact of climate change and the ongoing pandemic. The project aims to improve the ability of communities in the two target districts to stabilize their food and nutrition security, generate sustainable livelihoods, protect and safeguard their resources from the effects of climate change and the pandemic. The post holder will lead the implementation of the technical aspects of the project, which include climate resilient agriculture techniques such as conservation agriculture, nutrition sensitive best practices, strengthening rice value chain through agribusiness management, and use of weather and climatic data to enhance Disaster Risk Reduction among others. The project expects to reach 50,597 people in the 2 districts and will be implemented by a consortium of nine partners.</p> <p>The role will require a high level of resilience in a dynamic environment; mature leadership skills; focus combined with flexibility; horizontal cooperation and vertical stakeholder collaboration and networking, high level of initiative and multi-tasking ability; and excellent skills in relevant. The suitable candidate should be able to understand the scope of the role and set priorities within one month of taking up the job; and start delivering on key performance targets within three months.</p>	
<p><b>SCOPE OF ROLE:</b></p> <p><b>Reports to:</b> Project Coordinator</p> <p><b>Budget Responsibilities:</b> Responsible for the project financial and budgetary management.</p>	

**KEY AREAS OF ACCOUNTABILITY:**

***Core Responsibilities & Duties***

**Program Planning and Implementation**

- Lead the planning, organization and implementation of SMART CLIMATE food security and livelihood interventions.
- Ensure that all project activities are based on and are in line with the approved annual plan, phased budget, DIP, procurement plan.
- Effectively manage day to day implementation of the project activities to align with and meet the MEAL requirements, CO KPIs, and policies.
- Conduct regular project review meetings with other SCI projects implemented in the same district, relevant partners and stakeholders to enhance information sharing and improve efficiency and effectiveness of programme implementation and operations.
- Maintain high standard of transparency and accountability in the course of project implementation while ensuring integrity and timeliness of activities implementation in meeting objectives and compliance with Save the Children policies.
- Ensures effective and efficient utilization and distribution of project resources and supplies for the program liaising effectively with district level, implementing and strategic partners technical and management teams.
- Ensure there is an effective mechanism for tracking resources and that inputs and knowledge offered to the community are not misappropriated but rather meet the intended outcomes.
- Participate in meetings to share progress on food security and livelihood interventions with stakeholders
- Produce periodic and timely project progress reports as required by the Senior Area Operations & Humanitarian Manager.
- Provide technical leadership and guidance in the implementation of the food security and livelihood interventions.
- Conduct training needs assessments and support trainings for stakeholders and implementing partner staff in relevant aspects of food security and livelihood in collaboration with the Food Security and Livelihoods Technical Advisor.
- Facilitate community mobilisation, participatory assessment, opportunities and demand in local area to make sure that the project is owned by the community
- Ensure procedures are properly followed in selection of beneficiaries and that right beneficiaries are targeted for the project.
- Ensure that district governance structures, local leadership and community are involved in the programme, have understanding of the programme objectives, and are taking part in supporting implementation of the programme.
- In collaboration with supply chain team, support all field-based procurements for the programme in timely manner.
- Strengthen network and linkages at district level with all programme implementing food security and livelihood interventions.
- Foster positive working relationships with local communities, district government officials from line departments such as DADO, DoDMA, Extension Department and the Crops Department, DCCMS, DHO and NGO representatives
- Provide monitoring of the programme at district level

**Budgeting and Financial Management**

Responsible for the program financial and budgetary management. This responsibility includes;

- Development of quality and timely programme phased budget aligned with the DIP (repeated for emphasis). This includes budget management/holding and supporting the relevant implementing and strategic partners in sound project management and financial controls.
- Responsible for monitoring and initiating necessary revision of program budgets and ensuring that funds are used optimally and accounted for in accordance with the approved budget.
- Actively leads in the monthly BVA (Budget Variance Analysis) reviews in collaboration with the Senior Manager, Awards Coordinator and Budget and Reporting Coordinator with a responsibility of effectively managing the program
- Works closely with the Partnership Coordinator to ensure the sub-granting processes are working effectively and unnecessary delays in payment transfers and expenditure liquidation are avoided
- Monitors and approves all budgeted program expenditures, ensuring spend is done according to the approved plan working closely with the Awards Coordinator to ensure expenses are charged on appropriate charge codes, the program operates within the approved budget and that expenditure variances are minimized
- Ensure that all SCI staff and partners in implementing project activities follow all financial policies and regulations relating to cash flow management, expenditure controls, advances management as put in place for the management and control of funds.
- Monitor and alert management to any financial mismanagement, which may arise in the course of, programme implementation.
- Financial management – Ensure excellent financial management and accountability in line with SCI policy guidelines.

#### **Advocacy, Networking and Representation.**

- Support Senior Manager with District level advocacy. Develop strategies for collaborations within the district.
- Work closely with partners in the districts including the District Council, all government agencies, and other non-governmental ones to ensure synergy between the Project and district plans and intervention in addition to organisation visibility.
- Build strategic networks, coalitions and alliances on Abwenzi A Ana advocacy issues.
- Ensure advocacy is integrated in programme and project operations and plans.
- Document lessons and learning's from programming and advocacy engagements

#### **MEAL and Research**

- Effectively manage programme design and study processes, which include assessments, baseline and evaluation studies, putting place a functional M&E framework and systems.
- Ensure that the SMART CLIMATE project adheres to and 100% meets quality benchmarks.
- Collecting and managing complaints and feedback in close coordination with MEAL team and other staff.
- Ensure regular monitoring of programme results, documentation of programme, case studies, lessons learnt, significant changes and best practices and coordinating learning and reflection meetings/sessions
- Ensure an effective Sponsorship program monitoring and evaluation systems is in place

## SKILLS AND BEHAVIOURS (SCI Values in Practice)

### Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit and providing the necessary development to improve performance.

### Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

### Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

### Creativity:

- develops and encourages new and innovative solutions
- Willing to take disciplined risks.

### Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

## QUALIFICATIONS

- At least degree level qualification in Agriculture, Rural Development, Agribusiness, Development studies and other relevant field.
- Have at least 4 years of experience in Food Security and Livelihood programming and Irrigation schemes rehabilitation.
- Self-starter
- Humanitarian context experience

### EXPERIENCE AND SKILLS

- Strong understanding of Food security and livelihood programmes and rural development.
- Strong experience in Irrigation schemes designs, construction and rehabilitation.
- Experience of delivering training to district and community based staff
- Performance and quality management of livelihood programmes.
- Experience in working with local NGO partners.
- Result-oriented, able to set priorities and meet deadlines within a dynamic environment
- Mature and able to function well within flat management structures with extensive consultation and horizontal collaboration
- Strong leadership skills including ability to influence a wide range of internal and external stakeholders.
- Ability to work with minimal supervision
- Ability to forge excellent relationships with Adolescent youth.
- A good understanding of best practice techniques for achieving and sustaining youth's positive engagement.
- Ability to work as part of field team and successfully join up work with partner staff
- Good command of English (written and verbal)

### Additional job responsibilities

The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

### Equal Opportunities

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

### Health and Safety

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.