

How to Apply for this Job

Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves. Restoring those relationships is key to how we work, and we want to see change that is economic, material, environmental and spiritual. We are courageous, truthful, compassionate, servant-hearted and Christ-centred; values that are at the heart of Tearfund.

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty.

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Tearfund's Application Process

If you would like to apply for a job, please visit our website at www.tearfund.org/en/get_involved/jobs/. From there you can search for vacancies, choose the relevant area of work (e.g. Disaster Management / HR, Finance & IT) and then find the vacancy that interests you.

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading though this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

JOB TITLE	Project Coordinator (OFDA) – One year contract, with possible extension (contingent on continued funding)
GROUP	International
TEAM	ECA
LOCATION	North Kivu, DRC with regular travel to field sites
RESPONSIBLE TO	Programme Manager (DRC)

PART 1 – JOB DESCRIPTION

1. JOB OVERVIEW

To manage the implementation of Tearfund’s contractual obligations of its OFDA funded Emergency WASH and Food Security project in Eastern DRC, through providing strategic leadership, support, monitoring, and coordinating the implementation and reporting from Tearfund’s operational team in the DRC. The post holder will also provide support and advice to ensure that the sub-awardee effectively implements and reports on their activities.

Overall oversight of budget of up to \$3.5 million

2. POSITION IN ORGANISATION

The post-holder is responsible to the Programme Manager (DRC).

The post holder will:

- Provide leadership and strategic direction of a multi-province emergency WASH and Food Security programme, to ensure delivery of results
- Together with and as delegated by the Programme Manager, represent Tearfund in meetings with OFDA.
- Work closely with Tearfund staff in DRC. Particularly the provincial Area Managers, WASH Advisor, WASH Managers, Finance Manager, MEAL staff and Grants & Information Officers.
- Closely liaise with the USAID donor lead and Programme Funding Manager at UK level.
- Work closely with the sub-awardee focal point to ensure activities are tracked and compliance is adhered to.
- Have delegated responsibility to represent Tearfund in networks with Government Departments in the focus provinces on matters relating to the project.
- Ensure Tearfund’s representation and active participation in WASH and Food Security clusters at provincial level.
- Advise senior leadership on programmatic and contractual issues

3. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children and vulnerable adults in accordance with Tearfund’s Safeguarding Policy.
- The post-holder will be expected to behave in accordance with Tearfund’s ‘Code of Conduct’ as referred to in the Personal Conduct Policy.

4. PARTICIPATION IN THE SPIRITUAL LIFE OF TEARFUND

- Join corporate weekly Staff Prayers, to hear of Tearfund's work and to spend time in prayer and worship together
- Lead or participate in spiritual sessions of prayer and biblical reflection within the groups
- Be committed to Tearfund's Mission, Values and Beliefs statement
- Be committed to actively working and living in accordance with Tearfund's Christian beliefs
- Maintain your own spiritual development

5. KEY RESPONSIBILITIES

4.1. PROJECT COORDINATION

- Facilitate regular meetings between field-based operational staff and Programme Manager to ensure project activities are on track and to share learning to increase overall improvement of project implementation and organisational learning
- Ensure regular coordination meetings with the sub-awardee to ensure project activities are on track and to share learning to increase overall improvement of project implementation and organisational learning
- Ensure implementation plans include appropriate strategies to increase the quality and sustainability of WASH and Food Security service delivery
- In collaboration with the Programme Manager, Area Managers and technical advisers, revise implementation plans to address potential challenges/issues. Act as focal point and ensure effective dissemination of key messages and information to DRC programme staff.
- Responsible for maintaining in-country filing and version control of key documents in relation to this contract.

4.2. PROJECT MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING

- Undertake regular participatory monitoring and verification visits to ensure adequate progress against action plans, outputs and ensuring that quality elements are signed off. Provide advice on any corrective action necessary.
- Design and implement systems, based on other WASH and Food Security programmes in the DRC, to monitor and track progress towards the indicators
- In consultation with the finance manager, monitor the overall project budget spend, to ensure programme is being delivered in line with the contract price/budget, compile and review monthly budget-v-actual financial reports.

4.3. PROJECT REPORTING

- Coordinate with the Grants and Information Officers and consolidate the monthly and quarterly reports both from Tearfund and from the sub-awardee, and submit these on time and at the required quality to Tearfund's Programme Manager and Tearfund's Programme Funding Manager and USAID donor lead in UK.

4.4. PROJECT DONOR COMPLIANCE

- Design and implement systems to ensure donor compliance. Provide training and awareness for Tearfund and sub-awardee staff on OFDA contract conditions and ensure system design and implementation of such conditions and compliance.
- Work with the finance and logistics staff to ensure monthly review of financial and procurement compliance to contract conditions.

4.5. EXTERNAL REPRESENTATION

- Maintain constructive relationships with key stakeholders and represent Tearfund at different cluster and NGO coordination meetings in country.
- Establish and maintain constructive working relations with other NGOs, UN agencies, Government departments in focus provinces.

PART 2 – PERSON SPECIFICATION

JOB TITLE: Project Coordinator (OFDA)

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Degree in International and/or Community Development, or other relevant qualification 	<ul style="list-style-type: none"> Postgraduate qualification in relevant field WASH qualification Accounting qualification
EXPERIENCE	<ul style="list-style-type: none"> Proven significant experience of implementing WASH projects within a fragile/conflict affected, developmental context Proven experience in project management including design and implementation of MEAL tools Proven experience of preparing donor narrative and financial reports Proven experience in budgeting and financial management Significant experience of working with a variety of stakeholders including local and international NGOs, government, local communities Significant experience of working with institutional donors (especially USAID) and familiarity with their compliance requirements Experience working with local implementing partners 	<ul style="list-style-type: none"> Grassroots development experience Experience of implementing Food Security Projects Working knowledge of good practice standards i.e. Core Humanitarian Standard, WASH good practice
SKILLS/ ABILITIES	<ul style="list-style-type: none"> Leadership and management skills Analytical and problem solving skills – ability to think “out of the box” Negotiation and representation skills, including fluent written and verbal communication skills in both English and French Ability in a range of computer programmes, including Google suite of applications Narrative and financial report writing Planning, budgeting, monitoring and evaluation skills Strategic thinker 	<ul style="list-style-type: none"> Working knowledge of Swahili or other local language in Eastern DRC
PERSONAL QUALITIES	<ul style="list-style-type: none"> Committed Christian Self-motivated and innovator Emotionally and spiritually mature Commitment to accountability and transparency to beneficiaries Understanding and sensitivity to cross cultural issues Influential, diplomatic and determined Willingness to travel and live in basic and potentially insecure conditions An understanding of, and commitment to, Tearfund’s Mission, Values and Beliefs Statement 	<ul style="list-style-type: none"> Flexible and adaptable to ever changing environments
OTHER COMMENTS	<ul style="list-style-type: none"> All roles require a basic DBS check or a police check if the role is based outside the UK 	