

JOB PROFILE

How to Apply for this Job



Kieran Dodds/Tearfund

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, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

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

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

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 through 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
Group	International Group
Team	East and Central Africa (ECA), CAR
Location	Alindao - Basse Kotto, CAR
Responsible to	Programme Director

Part 1 – Job description

1. Main purpose of the job

The Project Coordinator will be responsible for the implementation of FGD Food Coupons and Malnutrition Prevention WFP project. He/She will lead the implementation of the project co-financed by PAM/TF in the administrative zone of Alindao, prefecture - Basse Kotto and will be under the supervision of the Programme Director in the management and effective implementation of activities and budgetary monitoring of the project. The Project Coordinator leads and manages the operational team and is in contact with Tearfund partners in Alindao and in the Basse Kotto administrative zone. As Tearfund representative at the project site, he/she is responsible for representation to the Tearfund WFP Project Manager's partner organizations, local authorities and donors, as well as coordination with other NGOs and agencies of the United Nations. The Project Coordinator is responsible for implementing the project's quality and accountability commitments (both operational and to partners) and ensuring that Tearfund policies and procedures are respected by the project staff. The Project Coordinator will be based in Alindao (80%) with regular support visits to all WFP project sites. The Project Coordinator in the first three months works in collaboration with the Project Coordinator based in Bambari to ensure good technical coordination and monitoring at the level of the WFP regional office - Bambari.

Position in organization

- Grade 3
- Member of the Programme Senior Management Team
- Reports to the Programme Director in collaboration with the Project Coordinator of Ouaka Region
- Direct Reports: Senior project staff and support staff in a particular area
- Dotted Line Responsibility: works in collaboration with the HR, Finance and Logistics Managers and Sector Advisors who have dotted line responsibility with the project staff

Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

Organizational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally

- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

Main responsibilities

On an organizational level: facilitate communication and connections:

- Develop and maintain strong relationships with the operation's partners and collaborators – at the organizational and institutional level;
- Facilitate communication between project teams;
- Participate in internal coordination meetings of the mission;
- Ensure field visits, and also communicate with target groups and partners and ensure adequate targeting for food assistance and cash transfer;
- Collaborate with the mission's communications focal point to guarantee the visibility of activities;
- Participate in external and internal reporting, WFP donor reports, according to the predefined schedule with coordination.

Programming and operations management:

- Develop the operational strategy, systems, approaches, tools and materials for the implementation of WFP project activities;
- In coordination with project partners, contribute to the definition of target beneficiaries and the criteria for inclusion in project activities and the prioritization criteria;
- In conjunction with the logistic manager ; plan, supervise and manage the implementation of the project, ensuring that technical quality and standards are taken into account and respected;
- Ensure the project is implemented on time, on target and on budget, using MEAL Tearfund systems to achieve the desired impacts;
- In direct collaboration with the logistics and security department: prepare the project purchasing plan, supervise and organize the proper preparation of material and logistical resources necessary for the execution of project activities, ensure the proper management of goods acquired for the project, monitor effective compliance with safety procedures by all members of the project team in the different areas.

On the administrative/financial level: management of project accounts:

- Monitor financial programming for budget execution using the tools provided;
- Supervise project management and accounting. Monitoring budget planning, project expenses with the country finance manager;
- Guarantee compliance with internal procedures and donor procedures in the implementation, monitoring and reporting of activities;
- Represent the Tearfund at project meetings and workshops when necessary.

On the administrative level: human resources management:

- Ensure the implementation of the Regulations for the management of local staff and the Tearfund CAR country regulations with administration/HR for project staff;
- Ensure compliance with recruitment procedures, the development of ToRs and contracts, as well as ordinary management (objectives during the trial period, review job descriptions according to project expectations, leave, absences, performance evaluations , proposals for sanctions, etc.);
- Supervise, lead, and coordinate the project teams in the different areas.
- Set objectives and evaluate direct reports;
- Ensure that teams have the skills and tools necessary to achieve the set objectives;
- Supervise personnel movements in compliance with administrative formalities and security rules in force;
- Conduct organised discussions with directly supervised staff.
- Ensure that these types of discussions are carried out with indirectly supervised staff;

- Define training or staff reinforcement needs and any other tasks necessary for the correct and timely implementation of the project.

WFP/TF project monitoring

- Facilitate project monitoring with project staff, to review project progress, review beneficiary feedback, identify required corrective actions and capture lessons learned.
- Provide leadership to the WFP project, including oversight of the result areas implemented by the project.

WFP/TF project manager partners.

- Provide leadership in capacity building and integration of program quality standards throughout the program management cycle.
- Promote and encourage openness to receiving feedback from beneficiaries and communities, and to staff learning.
- Participate in project evaluations to assess project impact and efficient use of resources.

Different levels of collaboration

Collaboration with the HR and Finance Manager

- In collaboration with the HR Officer/HRBP, ensure local recruitment is consistent with Tearfund HR recruitment policies, legal context and local practices.
- In collaboration with the HR Officer/HRBP, ensure that HR policies and procedures are understood by the project team and implemented.
- In collaboration with the CFO and finance staff, ensure financial management is consistent with Tearfund financial systems and policies.

Collaboration with the logistics manager

- In collaboration with the Logistics Manager and logistics staff, ensure that logistics systems (procurement, transportation, storage, communications, property/building management, asset management, etc.) are compliant with Tearfund logistics systems and policies.
- Ensure that the procedures for carrying out, filing and archiving the project are implemented.

Key Responsibilities

Program Strategy

- As a member of the Program Leadership Team (SMT), help shape the overall program strategy as articulated within the program framework.
- Ensure that the purpose, values and objectives of the Tearfund program are communicated among project staff and facilitate the contribution of project staff to the strategic planning process.
- Represent the project area in SMT discussions, reviewing safety management, progress against strategic objectives, budgetary expenditures, human resources and any other operational concerns of the Alindao Basse Kotto project.
- The project coordinator, being based in Bambari, will work in close collaboration with the WFP Bambari regional office.
- Assist the Project Coordinator, Program Director and HR Officer/HRBP to refine the team composition and organizational structure required for the project team according to the Tearfund scoring structure.
- Ensure that WFP/TF project activities in the Alindao - Basse Kotto administrative zone contribute to the achievement of the strategy's results.

Project/Programme Management

- Project Coordinator is responsible for the overall implementation (monitoring, evaluation, accountability, and learning) and administrative elements of the WFP -Bambari project, to serve the targeted affected population while ensuring quality and timely achievement of the programmatic objectives and indicators of the project.

- The post-holder will oversee the development of work plans, and budget forecasts, and provide technical support to quality and effective program delivery (supervising activities, oversight of all partners and sectors, M&E and reporting).
- S/he will coordinate with Tearfund Thematic Advisors to set up and monitor accountability mechanisms, facilitate learning within the project, and build on best practices.
- The Job Holder will also ensure donor compliance, coordination with external stakeholders, and overall grant management.
- Lead the effective planning, management, and delivery of the WFP project in Alindao - Basse Kotto with agreed priorities and targets.
- Ensure project SOPs, tools, and procedures are in place for managing processes and implementation across the project components.
- Ensure coordination of actions is articulated as a structural means to improve the timeliness, inclusiveness, transparency, and connectedness of the project components within existing coordination set-ups.
- Ensure Alindao - Basse Kotto Programme's team complies with program management rules to facilitate sound program and financial reporting, accountability, and transparency.
- Assist in monitoring clinical and nutrition service delivery to ensure alignment with client quality standards, and that national clinical management and treatment guidelines are strictly adhered to.
- Lead the team in carrying out the response according to SOPs provided by the WFP Deputy Project Coordinator.
- Monitor community outreach nutrition services provided by project plans, including delivery of curative/preventive services in the community.
- Ensure that the Nutrition workers at the various service delivery points use the appropriate tools and accurately record information.
- Help monitor the provision of services linked to DGV activities (General Distribution of Food and nutritional prevention in relation to the quality standards of beneficiaries and strict compliance with standard standards.
- Oversee project financial management including timely sharing of financial portfolio reports with the Program Director ; working closely with the Finance Team to create and regularly update realistic spending profiles over the financial year; and to ensure accurate annual budgeting and forecasting for the WFP project;
- Responsible for managing project budgets, in conjunction with the Finance Manager, Logistics Manager, and finance and logistics staff, and ensuring project budgets are calendared, a procurement plan is drawn up, and assisting project staff in managing specific project budget lines, monitoring expenditure to budget and identifying any corrective actions required.
- Apply risk management strategies across the components of the WFP Project and appropriate action to mitigate against risks.
- Manage relationships with contractors, implementers and partners professionally and effectively to ensure the timely procurement of services, value for money, and to minimize fraud, inefficiency and waste.
- Ensure all necessary documentation to formalize and amend commitments and that all payments are prepared, approved and filed.
- Participate in Tearfund's performance reviews and preparation of progress and review reports.
- Facilitate monitoring of the projects with project staff, to review project progress, review beneficiary feedback, identify corrective actions required, and capture learning.
- Provide leadership for the WFP project, including oversight of result areas implemented by the WFP Project Manager partners.

- Provide leadership on capacity building and integration of the program quality standards throughout the program management cycle.
- Promote and encourage an openness to welcoming feedback from beneficiaries and communities, and learning from staff
- Participate in project evaluations to assess project impact and effective use of resources.

Office Management

- Handle routine internal and external queries related to WFP Project Manager's work.
- Within delegated authority, represent the Program Director at relevant coordination forums.
- Contribute information and compile high quality first drafts of replies, briefing, and correspondence within assigned deadlines.
- Provide timely and accurate contributions to Tearfund's corporate reporting as required.
- Proactively facilitate the sharing of information between Tearfund and partners. Provide support as requested by the Program Director and/or the designate

Span of Control & Decision Making

The Project Coordinator takes decisions related to the accountabilities outlined above seeking approval/coordination from the Project Coordinator as needed and exercises authority for the project responsibility as per Tearfund's Budget Authorisation Matrix.

Corporate policy and compliance

- Responsible for security management for the project team in Bambari, including writing and updating the location-specific Security Plan, ensuring staff are fully briefed/trained on the agreed security measures appropriate to the area, staff understands individual and collective responsibilities for safety and security, and that incidents are reported, critical learning is recorded and corrective actions are taken.
- Responsible for health and safety for the project team in the designated area, ensuring policy is understood by staff, and any accidents are recorded appropriately.
- Responsible for the induction of project staff, with the support of the HR Officer, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their responsibilities in upholding these standards and policies.
- Responsible for project compliance with the procedures set out in Tearfund's Disaster Management System for the development of project proposals, reporting, monitoring, evaluation, learning, project completion, and compliance with donor rules.
- In conjunction with the HR Officer, ensure local recruitment is consistent with Tearfund HR recruitment policies, the legal context, and local practice
- In conjunction with the HR Officer, ensure HR policies and procedures are understood by the project team and implemented.
- In conjunction with the Finance Manager and finance staff, ensure financial management is per Tearfund financial systems and policies.
- In conjunction with the Logistics Manager and logistics staff, ensure logistics systems (procurement, transport, storage, communications, estate/buildings management, asset management etc) are under Tearfund logistics systems and policies.
- Ensure project completion, filing and archiving procedures are implemented.

Team management

- Provide leadership to the project team, ensuring clarity over project plans and priorities, encouraging effective teamwork and inclusiveness, and building a team spirit through regular meetings and team events.

- Provide effective management support to the project management team, in their management of others, and the implementation of work plans and budgets.
- Oversee the administrative functions for the project team, line managing administrative staff where appointed.
- Carry out line management responsibilities to ensure Tearfund’s performance management system is effectively implemented across the project team, with objectives setting, probationary reviews, regular catch-ups, 6-monthly performance appraisals and exit interviews, carried out for all staff.
- Support the implementation of Tearfund’s staff development policy, including personal development planning, across the project team in a way that is consistent and transparent.
- Conduct disciplinary and grievance procedures, as required, in conjunction with the HR Officer.
- Provide spiritual leadership to the project team and pastoral support where appropriate.

External representation

Within delegated authority;

- Represent Tearfund to local authorities (whether formal governmental or informal de facto authorities), securing the necessary approvals to operate.
- Support policy influencing (advocacy) activities at relevant local levels, in consultation with the Project Coordinator.
- Facilitate relationship building with church organisations where applicable and their engagement in project objectives
- Represent Tearfund at meetings of the food security and livelihoods sub-cluster

Part 2 – Person specification

Job title: Project Coordinator

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Degree in public nutrition, agronomy or related field • Substantial and progressive professional experience in managing humanitarian response programs in either Health or Nutrition, Agricultural sectors within UN, National NGOs, International NGOs and/or Donor agencies, preferably in fragile environments. 	

Experience	<ul style="list-style-type: none"> • Demonstrated leadership and management experience including extensive experience in senior management roles with project and budget experience responsibilities. • Work experience with a Project Management approach in fragile contexts. Experience living and working in CAR is an advantage . • Relevant field level experience in supporting project teams on full project cycle technical needs (design, implementation, M&E, lessons learned) and reporting • Experience in finance and procurement, strong understanding of systems and tools for financial planning and budgeting (including excel), and results monitoring; • Experience in oversight and working alongside national partner organizations and capacity building skills • Team working experience and ability to engage staff in fostering effective government and donor relations • Proven security management experience • Donor grant management • Demonstrated line management experience • Experience and sensitivity tested in diverse cultures 	<ul style="list-style-type: none"> • Working knowledge of good practice standards: SPHERE, Humanitarian Accountability Partnership, People In Aid and Red Cross Codes of Conduct. • Experience in financial, HR and logistics systems • Advocacy experience • Strategic planning experience
Skills/Abilities	<ul style="list-style-type: none"> • Fluency in spoken and written French language and working English . • Leadership and management skills • Significant understanding of complex relationships between NGOs, governments, and UN agencies. • Ability and experience in working with Government, multilateral agencies, civil society organizations and development partners to identify problems/obstacles and develop/implement practical solutions. • Focus on details, excellent communications skills including in writing 	

	<ul style="list-style-type: none"> • Flexibility, multitasking, effective prioritizing work, focus of deadlines, focus on details, excellent attention. • Significant understanding of complex relationships between NGOs, governments, and UN agencies. • Organizational and administrative skills • Negotiation and representation skills • Analytical and problem solving skills • Excellent written and verbal French communication skills • Computer literate • Capacity building and mentoring skills • Ability to lead, participate and facilitate in collective staff prayer and bible studies 	
Personal Qualities	<ul style="list-style-type: none"> • Committed Christian with a personal relationship with God • Committed to regular Christian fellowship with other Christians • Christian motivation in relation to injustice and serving those in need. • Emotionally & spiritually mature • Team player • Understanding and sensitivity to cross cultural issues • Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding • Flexibility, ability to remain calm under pressure • Willingness to travel and live in basic conditions 	<ul style="list-style-type: none"> • Networking • People developer and motivator
OTHER COMMENTS: <ul style="list-style-type: none"> • All roles require a DBS/Police check • Tearfund is a member of the SCHR Misconduct Disclosure Scheme • Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		