Result-Oriented Job description

Job title
Project Coordinator

Salary grade/Entry level

Based at
Kakuma/Dadaab/Djibouti

Reports to
SPM

Immediate supervisor of
Senior Child Protection Officer (where applicable)
Senior Education Officer (where applicable)
Senior Accountability Monitoring and Evaluation Officer (where applicable)
Senior Livelihoods and Community Development Officer (where applicable)
Senior Peace and Safety Officer (where applicable)

Member of
Project Management Team (PMT) and the Joint Management Team (JMT)

LWF Kenya-Djibouti program mission and vision
Inspired by God’s love for humanity, the LWF World Service responds to and challenges the causes and consequences of human suffering and poverty.

We are motivated by the vision that is in the heart of every displaced person:
- of going back to their country of origin or resettling in a peaceful, stable community
- of living in dignity and with protection of their human rights ensured
- of children completing school and families thriving
- of bringing their talents and capacities to the development of their community and country.

Purpose of the position
To ensure a smooth, cost effective, efficient and timely implementation of program activities including effective management of staff towards promoting and realizing increase self reliance of persons of concern.

Key relationships
Primary: Immediate Supervisor, Management in Nairobi and the Field, immediate subordinates, donors and partner agencies

Professional Qualifications
- A degree in Sociology, Social Work, Development Studies, Anthropology or a related social science discipline from a recognized university.
• A degree in a related discipline would also be considered.
• Proven academic or on-job training and understanding of the Project Cycle model in managing humanitarian assistance.

Relevant Experience and skills
• At least three (3) years of progressive experience in development or humanitarian programme management at senior management level. Experience gained within an international humanitarian NGO will be an added advantage.
• Strong analytical, facilitation and documentation experience with humanitarian programmes.
• Experience in proposals and report writing.
• Strong representation, negotiation and coordination experience and skills gained from working with UN organizations, national and international NGO’s
• Leading and coordinating multi-sectoral activities within a humanitarian NGO.
• Practical experience of using the Project Cycle tool in the humanitarian sector.
• Working knowledge and experience of humanitarian principles, laws and standards.
• Experience in Training of Trainers/Facilitation skills (TOT & TOF).
• Excellent computer skills in word processing, spreadsheets, use of internet and email.

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<th>Job role</th>
<th>Key results</th>
<th>Examples of value-adding activities</th>
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| Strategic Partner | The position holder has contributed to the design and achievement of the LWF/DWS Kenya-Djibouti Program Strategy, having demonstrated responsibility for the organisation as a whole by taking an active part in the overall leadership and development of the organization. | 1. Staying abreast with right holders’ needs, trends and changes in the region through assessments, external monitoring and strategic networking.  
2. Encouraging and participating in discussions regarding the strategic development of the Program in the Field Program Management Team (FPMT) and the Joint Management Team (JMT) |
| Leader of Staff   | The position holder has ensured that organisational values, objectives and performance expectations of individual employees are clear to self and subordinates. Staff have been managed, monitored and guided in a manner that fosters motivation and commitment, builds confidence and capabilities, and encourages high performance. | 1. Monitoring immediate subordinate staff on a continuous basis, and carrying out performance appraisals at least once a year.  
2. Adhering to HR policies and procedures in all staff related matter, such as recruitment, introduction, performance development, and exit processes. |
<p>| Fundraiser        | The position holder has actively pursued the necessary funding to             | 1. Promoting and maintaining funding partnerships with potential and existing donors.                  |</p>
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<th>Role</th>
<th>Responsibilities</th>
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| Project Facilitator  | 1. Ensuring that project proposals, monitoring and evaluation activities, progress reports and other documentation relating to ‘project cycle’ matters are developed, finalized and submitted to the Program Manager in Nairobi within the agreed time frame and with good quality.  
2. Ensuring that all cross-cutting issues (i.e. gender, environment, conflict mitigation, and accountability) and LWF’s approaches (i.e. rights-based approach, integrated approach, and community empowerment) are mainstreamed into all project activities.  
3. Keeping abreast with new developments and relevant research in the field of work, and using this knowledge to improve ways of working. |
| Rights Holder Advocate| 1. Actively promoting the rights of persons of concern in all interactions with stakeholders including the government.  
2. Embracing the rights-based approach when interacting with people of concern and when implementing project activities.  
3. Interacting with rights holders and establishing networks with stakeholders to address real needs and promote best practices. |
| Co-worker            | 1. Taking responsibility for personal learning and competence development.  
2. Exhibiting the generic employee skills especially valued by the organization: Dependability and productivity, Communication, Problem solving, Teamwork, Safety and Security, Accountability and Integrity (please find definitions in the Performance Appraisal Template).  
3. Actively protect children in every aspect of work and personal life, by preventing harm and reporting child abuse.  
4. Using the “Hotline for Heroes” to report fraud, corruption, harassment, abuse or any other acts of wrongdoing by staff. |