

## MOJAZ Foundation

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| <b>Job Title:</b>    | <b>Project Coordinator</b>               |
| <b>Reporting to:</b> | <b>Head of Programmes</b>                |
| <b>Job Status:</b>   | <b>Fixed term contract for 3 months</b>  |
| <b>Job Location:</b> | <b>Field Office Shaheed Benaizarabad</b> |

### Job Summary:

The programme coordinator will be responsible for overall management and supervision of the project activities and staff at field office. He/ She will be responsible for the coordination with the stakeholders at the field level. He /She will be responsible for the sharing of clear and proper relevant project information/ feedback and reports with the head office. He/ She may facilitate in project teams visits and coordination with the committees

### Duties and Responsibilities

1. PC will be responsible for effective and efficient management of the project through sub grantee in line with the project proposal, processes, the budget, the time-frame, and the MOJAZ/Concern regulations and as per the partnership agreements.
  2. Collaborate with the Program Management in HQ for the implementation of the project activities and sharing of updates ensure Project Coordination, Networking & Visibility at District Level
  3. To assist program management in monitoring, evaluation of the relevant programmes and quality progress reporting to donors by ensuring quality reporting by relevant staff
  4. To regularly monitor expenditure of project financial resources and use of (Insert the name of the organisation)'s assets at Concern and partner levels as per approved budgets and agreements & provide regular, structured feedback to partners on their monthly reports
  5. To coordinate capacity building support from Concern/RF Program, M&E Finance, Logistics and security, when required.
  6. To ensure all necessary programme documents are properly maintained and recorded properly at field level.
  7. To ensure smooth implementation of policies and code of conduct in respective project activities, in addition handling of beneficiaries and stakeholder s complaints.
- 1. PC will be responsible for effective and efficient management of the project and staff in line with the project proposal, processes, the budget, the time-frame, and the Concern regulations and as per the partnership agreements.**

### *Performance standard*

- Conduct orientation sessions to orient sub grantee staff about overall objectives and activities of the project as per approved proposal.
- Develop DIP in consultation with sub grantee team, with the assigning of roles and responsibilities against the activities of the project as per approved proposal.
- Sharing of communication check list with the staff and follow ups for ensuring its implementation in the field activities.

- Provide guidance for the field level activities and facilitate staff for implementation and issues resolution.
- Facilitate staff for the Community meetings and Mobilization in selected Villages and establishment of Village Committees on each village level
- Facilitate the process of identification/verification and registration of project beneficiaries as per the agreed criteria in the approved proposal.
- Facilitate monitoring team for conducting rapid baseline survey, end line/impact survey and ensure proper data entries.

**2. Collaborate with the Program Management in HQ for the implementation of the project activities and sharing of updates ensure Project Coordination, Networking & Visibility at District Level**

***Performance standard:***

- Liaise with the HQ programme management for the implementation of project activities.
- Share progress of on-going activities of the project and future plans in line with the DIP with the HQ with required support if any
- Share and finalize the programme documents (formats) for required compliance in consultation with the HQ programme Management.
- Ensure proper coordination with district government /concerned line departments and participate in meetings of concerned networks, forums and clusters at district level
- Develop project presentation, project introduction and other project orientation and visibility matter for sub grantee staff, visitors and general stakeholders

**3. To assist program management in monitoring, evaluation of the relevant programmes and quality progress reporting to donors by ensuring quality reporting by relevant staff**

***Performance standard***

- Monitor activities of the project and coordinate and develop monitoring plans for the project.
  - Review and sign staff work plans in-line with the DIP for the completion of project within time frame.
  - Review reports of monitoring visits and daily visits reports and share proper feedback with the teams.
  - Take necessary actions for the issues highlighted during monitoring visits and assigns responsibilities to the relevant staff.
  - Conduct weekly & monthly project review meeting with staff
  - Compile and ensure data of the project during implementation to share with the HQ management for the timely submission of mid-term and final reports.
- 4. To regularly monitor expenditure of project financial resources and use of (Insert the name of the organisation)'s assets at Concern and partner levels as per approved budgets and agreements & provide regular, structured feedback to partners on their monthly reports**
- For the field level project activities, ensure that the activities being carried out are as per budget with prior approval from line manager
  - Liaise with Manger Admin and Logistics, Manager Finance, MP, HOP, HR in Mojaz Head office to take support in order to make project activities as per budgeted
  - For the submission of financial reports to the donors, ensure timely sharing of financial data with the HQ.

- Ensure the funds handling for the activities at field level as per the organisational /donor policies.
- 5. To coordinate capacity building support from Concern/RF Program, M&E Finance, Logistics and security sections for (Insert name of Project), when required.**

***Performance standard***

- Assess sub grantee staff capacity to perform his duties efficiently and identify the areas of improvement.
  - Share the need of sessions for the capacity building of sub grantee staff areas of improvement with the Concern.
  - Identify the topics/ contents of the areas of staff improvement and suggests Mojaz/Concern for the on job capacity building.
- 6. To ensure all necessary programme documents are properly maintained and recorded properly at field level**

***Performance standard***

- Develop and share the check list of the required documents for the compliance of the project with the relevant staff.
- Orient project and sub grantee staff for the developed formats and its filling in line with the activities for the proper record keeping.
- Review the programme documents as per the activities completed or on-going and share properly feedback with the sub grantee staff.
- Monitor the filing of the programme documents of the project

- 7. To ensure smooth implementation of policies and code of conduct in respective project activities, in addition handling of beneficiaries and stakeholder s complaints.**

***Performance standard***

- Oversee organizational assets and ensure efficient and effective use of resources
- Orient staff for the Code of Conduct and P4 and share signed hard copies of both with the staff.
- Display Banners for the contact details of complaint mechanism in project areas at prominent locations
- Share with community / beneficiaries about complaint handling mechanism and give them proper guidance about the ways / means of sending complaints.
- Ensure availability of complaint boxes & complaint forms at project office and main locations in project area
- Provide full cooperation and support to team handling project related complaints
- Guide the complainant if he/she needs any assistance about the systems

**Skills/Qualification/Experience:**

- Holder of Master degree in Social Sciences or equivalent in the related subject.
- At least 3 year experience in team leading.
- Sense of Responsibility; Exerts a high level of effort and perseverance toward goals attainment. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working consistently, and displaying a high level of concentration even

when assigned an unpleasant task. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.

- Planning and Organisation; Believes in own ability and maintains a positive self-confident approach to task achievement. demonstrates knowledge of own skills and abilities, is aware of impact on others, knows own capacity and needs and how to address them.
- Flexibility; Demonstrates a willingness and ability to change. Manages that change in a sensitive manner to effectively balance the needs of the task and the people involved
- Creative Thinking; Uses imagination freely, combines ideas or information in new ways, makes connections between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.
- Decision Making; Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives.
- Problem Solving; Recognises that a problem exists (i.e., there is a discrepancy between what is and what should or could be), identifies possible reasons for the discrepancy, and devises and implements a plan of action to resolve it. Evaluates and monitors progress, and Exercises
- Leadership; Communicates thoughts, feelings, and ideas to justify a position, encourages, persuades, convinces, or otherwise provides leadership focus to individuals or groups.
- Managing People and Teams; Gets things done effectively through others using appropriate management style to address differing situations
- Dealing with Difficult Situations; Applies logic and sensitivity to transform difficult situations into opportunities for motivation and teambuilding. Demonstrates ability to achieve positive output from conflict and challenge revises plan as indicated by findings.
- Good understanding of humanitarian issues in Pakistan
- Familiarity with the following USAID Proposal Development Guidelines

**Accountability:**

Accountable as per above mentioned duties and Responsibilities

**Authority:**

As per duties and responsibilities

**Performance Standards:** Mentioned above against each duties and responsibility respectively

**MOJAZ Staff Code of Conduct and Programme Participant Protection Policy of Concern**

MOJAZ Foundation has a staff Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of MOJAZ staff, consultants, visitors to the programme and partner organizations, and the standards of behaviour expected from them. In this context staff have the responsibility to the organization to strive for, and maintain, the highest standard in day-to-day conduct in their workplace in accordance with MOJAZ's core values and mission.

Any candidate offered a job with MOJAZ Foundation will be expected to sign the Programme Participant Protection Policy of CONCERN and the MOJAZ Staff Code of Conduct as an appendix to their contract employment.

Any breach of MOJAZ Staff Code of Conduct or the Programme Participant Protection Policy by employees of MOJAZ Foundation during the course of their employment will result in disciplinary action up to, and including dismissal.

Name (Employee)

Signature

Date

Name (line Manager)

Signature

Date