

JOB DESCRIPTION

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| Job Title: | Project Coordinator |
| Unit: | IMFOMALN Programme |
| Sub-Unit: | Environment and Livelihood Programme |
| Reports To: | Country Director |
| Location: | Based in Calabar of Cross River State, with inter LGA travel required. |
| Status: | An initial one-year contract with potential for extension. |

**Main Purpose:**

The purpose of this position is to provide leadership and oversight to the Environment & Livelihoods programming team, in the strategic design, development and implementation of the UP Environment & Livelihoods in line with the country office strategic plans and priorities. The role will provide comprehensive programme management and coordination support in the implementation and measurement of UP Environment & Livelihoods programmes, as well as leads the Business Development efforts and grant management related to Livelihoods in the Nigeria Country Office.

Responsibilities Key Performance Indicators Competencies Skills Required Programme Design, Development, Planning and Delivery:

The Project Coordinator is a member of a wider UP programme team and provides technical assistance in overall community and non-state partner (NGOCE) staff implementation. As part of the programme team s/he works closely with the UP Finance and Accounting Team, partners and government support staff.

**Responsibilities:**

Lead in the development and implementation of the Resilient Livelihoods Signature Programme and it’s aligned livelihood projects in the country office.

Ensure proper annual planning and Budgeting of UP Livelihoods programme is undertaken in a timely and cost-effective manner and the process is aligned with the defined overall priorities set by the donor as well as UP.

Ensure appropriate human resource in terms of skills, competencies, capabilities and capacity is available across UP globally to facilitate the effective design, implementation and monitoring of the livelihoods projects.

Ensure project outcomes delivered to quality required by the programme (with specified risks and benefits), to schedule within set budgets and scope.

Provide a key co-ordination and implementation role, ensuring project management standards are followed and deadlines met.

Conduct post-implementation project reviews and initiate improvements to UP’s project management practices.

Establish and manage project procedures – risk and issue management, change control, communications.

An overall, strategic and coherent Signature programme, which uses a range of development interventions and actively seeks out to engage marginalized groups, is developed ambitiously evolved and successfully delivered in-line with unfulfilled rights of poor and disadvantaged communities, and effective linkages are made between the portfolios of sub-programmes in this area.

Programmes developed within approved Country Signature Programme and in line with identified good practice in use of UP interventions. Programme development is informed by consultation with partners, volunteers, internal stakeholders and beneficiaries (they are held as integral to programme design, implementation and review).

Transparency and accountability to all stakeholders in programme development and delivery.

All project funding opportunities are identified and positively pursued.

Working together - Successfully leads teams and develops others’ team-working skills.

Communications and influencing - Inspires others by: advocating plans and ideas within and outside UP; maintaining a wide, influential network; coaching.

Knowledge Management – Lead initiatives that improve knowledge management; Support others develop knowledge management skills.

Striving for excellence - Leads initiatives to improve monitoring, evaluation and learning; the candidate is a role model for continuous learning and improvement.

Managing Resources - Lead others to pursue significant or innovative funding opportunities; find creative ways to allocate funds and people on complex projects effectively.

Managing People - Builds a high performing team that meets challenging objectives linked to corporate objectives; ensures own team works efficiently with other teams.

Liaise/coordinate with and between all bodies and institutions involved in the IMFOMALN programme activities at the community level, particularly Mangrove Action Watch Groups, other non-state actors, and volunteers, and ensure the effective implementation of activities in achieving programme results based on the results-based Logical Framework Approach (LFA).

Liaise closely with other key stakeholders in the participating communities and ensure synergies in the area of development of sector-wide plans, coordination, Capacity building, Citizen’s Voice and Accountability, and M&E.

Participate in regular meetings with key stakeholders at the community/Local Government level, ensuring there is common understanding of the programme objectives with reference to the LFA.

The Project Coordinator is expected to ensure there is full commitment to the programme including cost sharing by all partners. This will include providing support towards timely delivery of human and material resources in the participating communities/LGAs.

Provide weekly updates and monthly reports as per approved format, summarising progress made in the implementation of activities, lessons learnt, and recommendations for improvement, including ad hoc reports and human-interest stories that may be needed.

In addition, contribute to updating the log-frame and results against programme indicators on a quarterly basis with more detailed input provided towards the preparation of annual reports.

**Specific Responsibilities:**

1. Provide feedback to partners and programme team on project’s performance based on data collected and findings
2. Assist the Country Programme team in building capacity of CSOs and developing human stories for publication
3. Facilitate the conduct of annual and quarterly planning and review processes
4. Support to the eventual design and dissemination of research studies by providing relevant input.
5. Responsible for the development of quarterly and annual financial and narrative reports.
6. Responsible for the development of annual and quarterly work plans and budgets for INFOMALN
7. Assist project team in reviewing project plans as part of the learning and sharing process
8. Systematically monitor programme performance and data for key indicators of project components and ensure management reports are collected, analysed and made available to the programme staff.
9. Contributing towards a wholistic M&E framework for the organisation.
10. Share learning from INFOMALN with the wider UP Country Programme team and UP globally when necessary.
11. Support partners in improving learning and sharing mechanisms in their programmes
12. Show an eagerness to take on any other tasks where appropriate given by the line-manager

**Qualifications:**

* At least a degree in Geography, Sociology, Rural Development, Environmental Management or field related to Environment & livelihood.
* Knowledge and understanding of working with partners (CSOs, LGAs and community-based organisations)

**Experience**

Three to Five years’ relevant experience in Environment & Livelihoods projects, funded by international donors, including experience on technical reporting.

Proven track record of capacity building/training of stakeholders at community level and for local institutions.

Solid knowledge and understanding of community-based approaches to development.

**Skills**

Technical skills: Technical expertise in any of the following areas: agricultural value chain development, public-private partnerships, enterprise development, and youth and women’s livelihoods empowerment.

Project Design and Development: Ability and experience in designing and developing an Agric-based livelihoods programme/project from scratch is very key.

Project Management - Experience of planning and managing projects with multiple stakeholders, delivering expected benefits in challenging contexts to tight deadlines.

Communication - Excellent oral and written communication skills with ability to vary communication content and style to suit audiences to inform, motivate and inspire. Good computer knowledge with command of MS Office, Excel, PowerPoint and other relevant software.

Relationship Building - Ability to build effective working relationships, inspiring confidence and credibility internally and externally.

Strong facilitation, diplomatic, and interpersonal skills, ability to work independently with minimal direction.

Proactive approach to problem solving, ability to work independently with minimal direction

**Desirable**

Gender, intercultural and interfaith sensitivity.

Willing to work additional hours at crucial times.

Positive outlook and stand-alone disposition.

Adaptable and responsive disposition relative to the demands and development of the programme.