

Economic Empowerment Coordinator

Location: [Africa] [Burundi]

Town/City: Bujumbura

Category: Food Security & Livelihood

Job Type: Fixed term, Full-time

PURPOSE OF POSITION

The incumbent will support all community initiative related to household Income Generating Activities in all clusters though organizing planning coordinating the implementation of the project's activities related to Economic Empowerment and monitor effective and efficient their implementation, He/she will support managing VSLA/S4T groups in all World Vision operation area. The incumbent will also support Resilience and Livelihood Technical to build local partnership with key stakeholder.

MAJOR RESPONSIBILITIES

% Time	Major Activities	End Results Expected
20	<ol style="list-style-type: none"> 1. Organize, plan, coordinate the implementation of the project's activities related to Economic Empowerment, as per the approved budgets, scope & timeline at clusters level 	<ul style="list-style-type: none"> • Monthly DIP developed & shared with Cluster Manager and Resilience and Livelihood Technical Officer; • Weekly coordination meeting with FS project team;

		<ul style="list-style-type: none"> • prepare budget breakdown for assigned activities and 95 % of planned budget is timely spent; • 100% of planed activities implemented
20	<ol style="list-style-type: none"> 1. Manage VSLA/S4T groups in all World Vision operation area. 2. Conduct capacity building and coaching of project administrators 3. Create MIS 4. Create individual projects and provide credentials to project administrators 5. Prepare and share the update tools for trainings and monitoring 6. Produce management reports to be shared in 	<p>SAVIX database is working perfectly and generating accurate information effectively</p>

	<p>SAVIX</p> <p>7. All data collected by assign to the project administrator and data entry officer and provides them the credentials.</p> <p>8. Insure the minimum standard when establishing new group are considered</p> <p>9. Align existing groups to S4T model by identifying gaps in the existing practices to understand what might be different or missing and develop a capacity building plan to staff and partners</p> <p>10. Creating standards data field and user-defined data fields(in addition to standards filed) that will be asked of all projects in the MIS</p>	
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	<p>1. Ensure that all recruited staff are trained and oriented on project approaches and activities, reporting tools & documentation;</p> <p>Provide on- job mentoring and coaching for project staff for timely implementation of programme, Grant/project activities at cluster level</p>	<ul style="list-style-type: none"> • 100 % of activities are timely implemented • Approaches used per programme, Grant/ project design and donor requirements (e.g. Seed fairs, Cash Transfer, On-the-job farmer training) implemented in required quality standards
10	<p>1. Participate in coordination of planned studies (baseline, midterm, and project evaluation surveys) in close collaboration with other external partners and DME staff</p>	<ul style="list-style-type: none"> • Quality study reports timely produced • Project monitoring tools are understood and used by partners • Planning tools produced
10	<p>1. Guided by cluster and Resilience and Livelihood Technical Manager, monitor the use of business process implementation is aligned</p>	<ul style="list-style-type: none"> • 100 % of planned outputs per month are achieved according to donor requirements

	with WV, donor and other relevant standards	
5	<p>1. When delegated by cluster and Resilience and Livelihood Technical Manager, participate in the institutional learning initiatives for the establishment of efficient information systems</p>	<ul style="list-style-type: none"> • Programmes evaluation and lessons learnt events are conducted and final programme reports shared with partners • Programme best practices are documented and disseminated
5	<p>1. Support cluster and Resilience and Livelihood Technical Manager to establish strategic networks/partnerships at local and provincial levels in livelihood and production and productive.</p>	<ul style="list-style-type: none"> • Programme stakeholders and partners are identified and actively participate in the implementation of project activities
5	<p>1. Support cluster and Resilience and Livelihood</p>	<ul style="list-style-type: none"> • Regular project coordination meetings are

	<p>Technical Manager to organize and facilitate regular programmes coordination meetings at cluster level and participate in the national coordination and programme learning forums</p>	<p>held with the participation of key project stakeholders</p> <ul style="list-style-type: none"> • National programme coordination and learning forums are held
5	<ol style="list-style-type: none"> 1. Provide inputs to cluster and Resilience and Livelihood Technical Manager for monthly reports for WV's internal records 2. Provide inputs to cluster and Resilience and Livelihood Technical Manager for quarterly, annual and final project reports at provincial level 	<ul style="list-style-type: none"> • 100% of regular management reports timely submitted according to WVB quality standards and donor requirements
5	<ol style="list-style-type: none"> 1. With cluster Manager/R&L Technical Manager, represent WVB in 	<ul style="list-style-type: none"> • Participate in key meetings, workshops and forums;

	provincial and national meetings/workshops related to livelihood activities	<ul style="list-style-type: none"> Minutes to be produced and shared with clear action points
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KNOWLEDGE, SKILLS AND ABILITIES

- Minimum of Bachelor degree in Community Development, Agro Business, Agronomy, Economy
- At least 3 years of relevant experience working with Non-Governmental Organizations in economic empowerment and livelihood activities
- Reliable experience in coordinating production and livelihood activities in humanitarian crisis

Preferred Skills, Knowledge and Experience:

- Advanced project management skills and good understanding of the project life cycle;
- Good understanding of best practices in livelihood activities and community development in emergency response;
- Experience with development project management tools such as log frames, monitoring and evaluation tools and budgets;
- Advanced written and verbal communication skills, including report-writing and formal communication skills;
- Excellent computer skills, including proficiency in MS Office and email system such as

Microsoft Outlook);

- Oral and written communication skills in English, Kirundi and French – Essential;
- Cross-cultural sensitivity, flexible worldview, and ability to work with a wide range of people from different backgrounds;
- Emotional and spiritual maturity and ability to lead a team of professionals;
- Knowledge of and adherence to the Red Cross and NGO Code of Conduct;
- High level of integrity and ability to exhibit exemplary lifestyle as interpreted in specific local cultural context;
- Ability to work under stressful conditions;
- Agreement with World Vision's Christian ethos and participation in devotions.

Work Environment:

- Domestic Travel: Regular internal travel to project areas is required
- On call: As requiredPosition will work directly with project staff and implementing partners

How to apply:

Should you wish to apply for this position, please go to <http://careers.wvi.org/job-opportunities-in-burundi>. If this is your first time applying online via the World Vision International careers website, you will need to register an account along with your application details. This site will provide you with additional functionality, such as saved

searches and email alerts. Registration requires minimal information to create your account. Further details will be collected during the application process. All applicants must apply using our online application system, CVs received via email or standard post will NOT be considered.

In case you face challenges applying through the online system, please call HR department for support. The closing date for submission of applications (Updated and signed CV, motivation letter, certificates of service, and Certified Degrees) is **November 27, 2020**. No late applications will be accepted.

Important Note:

- World Vision Burundi does neither use employment agencies nor does it charge money for recruitment, interviews or medical checks.
- As a child focused organization, World Vision is committed to the protection of children and does not employ staff whose background is not suitable for working with children.
- Although all applications will be considered on their individual merit, suitably qualified women are especially encouraged to apply.