

Amasia Area Program Coordinator

Location: [Europe & the Middle East] [Armenia]

Town/City: Amasia

Category: Field Operations

Job Type: Fixed term, Full-time

Amasia Area Program (AP) Coordinator

“World Vision International”, Armenian branch

World Vision is a Christian humanitarian and development organization working to create lasting change in the lives. Established in 1950, World Vision operates in nearly 100 countries worldwide. It is a Christian relief, development and advocacy organization dedicated to working with children, families and communities, to overcome poverty and injustice. We pursue life in all its fullness for every child and serve all people regardless of religion, race, ethnicity or gender.

WV Armenia operates mainly through its 10-15 years long-term Area Programs (AP) that are predominantly funded through child sponsorship. APs are focused on promoting child well-being through community participation and ownership.

LOCATION

Amasia, Shirak marz

DURATION

Fixed-term, full-time

PURPOSE OF THE POSITION

Provide overall management and oversight to the implementation of AP activities in the targeted communities in accordance with WV Armenia strategy, transition plan, policies and standards.

Coordinate and manage the implementation of Technical Program and projects in the Area Program (AP), build partnering relationship with Area Program state, and non-state bodies, work closely with all relevant stakeholders and community members locally, and carry out day-to-day coordination and implementation of respective Technical Program interventions and activities, including supervision and monitoring of efforts of assigned program support staff and service contractors for accomplishing program deliverables in compliance with the Technical Program log-frames, work-plans and budgets. Lead the area transition processes in Area Program based on the transition plan. Supervise the work of the AP Program and Support staff.

MAJOR RESPONSIBILITIES

Program Implementation

- Implement Technical Program based on Detailed Implementation Plan and budget jointly with other staff members of Area Program, ensuring timeliness, efficiency and good quality of work,
- Ensure spending of the project budget within approved spending levels, ensure accurate and timely budget spending,
- Coordinate the work of Daycare Center/ After school project, ensure effective operation of the Center with targeted number of children. Establish new self-sustainable services. Ensure new funding streams,

- Develop Donation Agreements and Terms of Reference for service providers/ contractors, supervise and monitor delivery and quality of provided service by working closely with procurement unit,
- Ensure the quality monitoring of all training/ capacity building events within the scope of the Program according to the quality standards,
- Ensure state contracting, grant and other non-sponsorship funding projects high quality implementation and integration into overall program,
- Ensure transition of good practices to other marzes through participation in different meetings, exchange visits and reflection sessions,
- Coordinate the process of testing/ piloting new models if needed jointly with Technical Program managers,
- Manage the establishment of social entrepreneurship project as a part of sustainability plan.

Networking with partners on local Level

- Ensure networking and partnering strong relationship with potential partners of local and marz level based on the WVA strategic outcomes,
- Establish close and trustful relationship with stakeholders and community members. Ensure effective communication and guidance on respective Program strategic priorities including transition processes on local and marz level,
- Raise the profile of WV Armenia Strategic and Transition Priorities to advocate the

issues on local and marz level,

- Develop new partnership with state bodies and non-state actors (INGOS, NGOs, Businesses) to ensure Daycare Center/ Afterschools project sustainability.

Staff supervision, Learning & Development

- Provide operational management and guidance to AP staff,
- Identify AP staff performance objectives, understand the capacity building needs of subordinate. Develop capacity assessment and capacity building plan jointly with Technical Program Manager,
- Design and conduct capacity building actions for AP staff, stakeholders and beneficiaries as required to ensure quality implementation of Technical Program,
- Document and share personal and programmatic insights and learning with others to support individual and team learning about the program and local context,
- Coordinate AP volunteer engagement with AP assigned party.

Performance quality and reporting

- Carry out effective operational monthly and quarterly planning of subordinate, with clear role/ task distribution for him/ herself and assigned program support staff. Meet all indicators on time,
- Provide monthly reports (in required templates) on performance of assigned Detailed

Implementation Plan components, in compliance with Monitoring & Evaluation standard procedures,

- Ensure proper communication exchange between Technical Program Managers, Area Program Transition and Development Manager, Grant managers and other WVA internal stakeholders,
- Manage performance of direct reports based on agreed priorities and targets,
- Duly conduct performance planning and evaluation of the direct reports, including social workers, community mobilizers, and other AP staff.

REQUIRED QUALIFICATIONS

- Higher education in relevant discipline (e.g. development studies, human rights or related social science),
- Three years' working experience in humanitarian industry and community development,
- Good computer skills including Microsoft Word, Excel, and Power Point,
- Good knowledge of English and Russian languages,
- Understanding and analysis of the Child Protection, Education and Social sectors in Armenia,
- Proven ability in coordination of integrated programs/project interventions, strong presentation skills, speaking and writing,

- Confidence and ability to deal effectively and diplomatically with senior management in partner organizations and marz/ local government officials,
- Ability and willingness to learn new things and support new initiatives,
- Ability to manage multiple tasks and work under pressure, efficient task prioritization and time management,
- Good relationships/ networking with the actors of child protection, social and education sectors,
- Ability to establish and maintain relationships with the community,
- Ability to use reflective practice and promote its use for learning,
- Strategic, creative, and innovative thinking,
- Understanding of community mobilization and empowerment principles and approaches,
- Experience in working with the most vulnerable children and their families,
- Experience of communicating with Government, Non-Government, organizations,
- Driving license is an advantage.