

Project Coordinator in CRHL Project

Location: [Asia & Pacific] [Mongolia]

Town/City: Zavkhan province

Category: Communications

Job Type: Fixed term, Full-time

VACANCY ANNOUNCEMENT

Job title: Project Coordinator (Two) in

Climate Resilient Herders Livelihood Project

Location: Govi-Altai Province and Uvs Province

Full/Part time: Full-Time

Fixed term/Temporary: Fixed term

Deadline for application: October 1, 2021

PURPOSE OF POSITION

The purpose of the Project Coordinator is to serve as a catalyst, partnership broker, and builder of the capacity of local partners, facilitating the emergence and strengthening of community-led initiatives to take ownership in the improvement and sustenance of the well-being of children and their families within Climate Resilient Herders Livelihood project implementation target areas. This position will also support the implementation of the project and ensure that all the admin related duties and project management is running smoothly in

on time and the desire project implementation standards.

MAJOR RESPONSIBILITIES

PROJECT IMPLEMENTATION

? Coordinate the implementation and monitoring of the project at the project target areas with local government units and other stakeholders.

? Facilitate consultative planning, reflection, and feedback with project stakeholders.

? Facilitate the project planned activities cooperating with key stakeholders and project beneficiaries

? Spend project budgets efficiently in consultation with management team and key partners and donor approval and ensure funds are spent in alignment with budgets on time.

? Ensure program expenditures, to ensure that they are within the project budget and under World Vision's financial policies and donor's requirements

? Ensure program accountability and sustainability drivers throughout program implementation

? Mobilize and support the creation, mobilization, and strengthening of community groups and key stakeholders which catalyze community engagement to improve child well-being

? Prepare the project documentation and reporting to ensure all required reports are submitted on time, accurate, and complete. Includes the providing of information for the monthly report, quarterly report, monitoring checklist, updated indicator tracking table, and project documentation.

? Ensure timely completion of project Visibility Plan following WVUS requirements, prepare all necessary data and information in required formats.

PROJECT PLANNING, MONITORING AND REPORTING

? Lead effective monitoring at project target areas and collates & supply monitoring data to Project manager, Grant Manager, and World Vision technical programs

? Ensures monitoring information is used to improve project performance and made available for technical program reports

? Contribute to Donor visibility plan is developed and implemented in line with donor requirements

? Prepare the project documentation to ensure all required reports are submitted on time, accurate, and complete. This includes the provision of information for the monthly report, quarterly report, monitoring checklist, along with updated indicator tracking table and project documentation

? Provide monthly, semi, and annual reports based on activities undertaken and results

? Contribute to Donor visibility plan is developed and implemented in line with donor requirements

? Supports, as required, to develop the grant project proposal & design

NETWORKING AND COORDINATION

? Identify partners within and outside the community and identifies how these partners can work together towards shared priorities for the project effectiveness

? Builds and maintains effective working relationships with key stakeholders, including local government officials, community leaders and department/units to enhance program team effectiveness.

? Ensures program priorities and approaches are aligned with community, partners & donor's requirements and standards

? Coordinate and host donors & partners visits in the project fields

? Regular information sharing with partners on project implementation to share best practices and need improvement areas

GENERAL

? Contribute to the common goal and aspirations of the WVIM, be an active member of the team

? Attends devotions and weekly chapel services and supports the spiritual development of his/her team.

? Ensures staff and partners understand WV safeguarding & anti-corruption policies

? Ensures project supports awareness raising for prevention and reporting of child protection incidents occurs across the project area

? Perform any other tasks assigned by Project Manager & Grant managers

KNOWLEDGE, SKILLS, AND ABILITIES

Minimum education, training, and experience requirements to qualify for the position

? A university degree in Social science, Economics or Agriculture, or resilience or social work or any field related subject, and

? A postgraduate degree in agriculture or social science field

? Experience as a technical specialist in international donor-funded projects and/or Government initiatives is advantageous

? At least three years of experience in development project

? Has a working experience on grant projects

? Knowledge of management of livelihood development and livestock management projects

? Good communication and training skills

? Ability to cooperate with stakeholders at all levels, including herders, government staff at soum, aimag, national level and international organizations.

? Excellent computer literacy, particularly, with MS Office

? Excellent command in both written and spoken English and Mongolian is required.

? Excellent at facilitation and organizing skills

? Ability to communicate effectively, including reporting skills

? Excellent analytical skills

? Strong interpersonal skills and highly resourceful

? Initiative, ability to manage own time

? Ability to work effectively in a team of diverse skills and disciplines

? Experience to complete projects according to outlined scope, budget, and timeline

? Ability to work effectively in a team of diverse skills and disciplines

? Ability to work independently and to multitask within an interdisciplinary team of personnel

? Good understanding of incorporating gender issues in development

? Willingness to be flexible with hours when necessary and able to travel often in the field (50% of the time).

Please send the below documents to recruitment_mongolia@wvi.org.

? CV

? Cover Letter

? Application Form

? Copy of Diploma(s)

? Copy of ID card

Phone: 70155323 – 124, 125 and 128

Note: Only short-listed candidates will be contacted for further process.

