

Program Coordinator

Location: [Africa] [Swaziland]

Town/City: Hhohho

Category: Health

Job Type: Fixed term, Full-time

Purpose of the position:

The Project Coordinator will be responsible for the coordination of the HIV Prevention field interventions across the project catchment area, with an increased focus on ensuring success uptake of high impact HIV preventions and Youth Livelihood interventions. The coordinator will further ensure effective collaboration between the DREAMS and Social and Behaviour Change Communication Interventions including Referrals and Linkages to health and social protection services, GBV prevention and response, education and vocational training. She/ he will maintain relationships with clinical partners and auxiliary institutions.

Major Responsibilities:

Key outputs and responsibilities		Weight
1	The Project Coordinator position will be responsible for facilitating direct field level implementation interventions (HIV	30%

	<p>Prevention and Livelihoods) of the project. He/she will conduct and sustain community and stakeholder engagement to enhance project implementation.</p> <p>The Coordinator will be responsible for coordination and the management of field level relationships with service providers and auxiliary institutions.</p> <p>The position will provide on the ground technical backstopping to Field Officers to ensure fidelity of the program.</p> <p>The position will coordinate after care service for beneficiaries receiving livelihood start up support</p>	
2	<p>Conduct and sustain community and stakeholder relationships to ensure project ownership and collaboration.</p>	20%

3	The Coordinator will be responsible for coordination and the management of field level relationships with service providers.	20%
4	Facilitate comprehensive quality data flow, reflection and adaptation of approaches in the field	10%
5	Facilitate beneficiary engagement project	10%
6	Supports overall project management	5%
8	Capture and document field dynamics, impact stories and lessons learnt	5%

Other Competencies/Attributes:

- Must be a committed Christian, able to stand above denominational diversities.
- Interpersonal communication / relational capability
- Perform other duties as required.

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- **Minimum Qualification required:** A Bachelor's Degree in Health/ social sciences.
- **Experience:**
 - Experience in project management and coordination
 - Minimum three years' experience in project coordination of health, OVC & HIV projects
 - Experience in facilitating community interventions and stakeholder engagement
 - Experience in conducting HIV Prevention related trainings
 - Experience in M&E
- **Preferred:** Bachelor's Degree in community Health & HIV/AIDS -related fields.
- **Technical Skills & Abilities:**
 1. Prior Work Experience: A minimum of three years of progressive and responsible experience in strategic planning, monitoring and evaluation, project design, program management is required.
 2. Experience in Programme Coordination and supportive supervision required

3. Experience in report writing (management and donor reports)
 4. Skills and Abilities:
 5. Communication, leadership, team management, negotiation and risk management skills
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1. Ability to manage a team and provide field level direction to the officers
 2. Ability to establish and manage stakeholder relationships
 3. Ability to understand and maneuver through the Inkhundla and community structures.
 4. Strong problem solving skills

Working Environment / Conditions:

- Work environment: spending 80% of his/her time in the field visiting project sites
- Spending 20% of his/her time in the office