

## EXTERNAL JOB ADVERT

**Job title:** Armed Violence Reduction (AVR) Coordinator

**Employment category:** G3

**Reporting to:** AVR Manager

**Direct reports:** Project Officers

**Unit/department:** Programmes

**Location:** Kismayo with travel to field locations

**Authorization level:** As per the IDRA

**Overall purpose of the role:** (1-2 sentences)

The Project Coordinator is responsible for the overall supervision and coordination of Project activities in the geographical locations. They ensure that all relevant protocols and the guiding manuals for project implementation processes and results are achieved per the project's logical framework. They are also required to liaise with the AVR manager and other senior members of staff for quality control and overall programming support as well as supervise Project Officers.

**Responsibilities:**

- Ensure that the staff members are following the relevant protocols and the guiding manuals for project implementation processes and results to be achieved as noted in the project's logical framework.
- Create and sustain a work environment of mutual respect where DDG project team members strive to achieve excellence.
- Promote accountability, communicate expectations and provide constructive feedback via regular performance review and goal setting.
- Ensure local authority and other local partners are informed about the achievements of the project and work with the AVR Manager to ensure complementarities and synergies with similar indicatives.
- Ensure all the M&E requirements and standards described by the M&E team are followed and trained to the facilitators as well.
- Prepare annual, quarterly implementation plan stating activities with timeline and key outputs
- Build the capacity of the project staff through trainings especially on community dialogue facilitation, participatory planning and state-community engagement in coordination with the AVR Manager and the Regional AVR Specialist.
- Liaise with the existing community structures including, social structures and the local authorities promoting collective actions in addressing common needs of the townspeople.
- Coordinate and organize extensive community dialogue and discussions among the community groups as well as between the community groups and state administrations through consultative meetings and engagement forums.
- Collect relevant data and information required for writing location specific conflict analysis to ensure project implementation follows conflict sensitive approach.
- Coordinate with the community structures in the carrying out community grants by providing technical guidance through which local community structures/taskforces and local administrations will be able to implement activities identified through government – community engagement.
- Coordinate gender mainstreaming activities
- Ensure the quality and accuracy of all documentation produced by the project team in the field.
- Check and sign all order request forms coming from the teams after having ensured that the items are necessary and money is available in the relevant budget lines
- Ensure that all financial procedures are adhered to, including rules for compensation for community members.
- Ensure that operational expenditure for the activities are in accordance with the budget allocated.
- Exercise due diligence in the care and maintenance of all assigned equipment, including computers and communication equipment
- Produce monthly cash forecast for the project activities and other operational cost.
- Any other tasks assigned by the AVR Manager.

**Experience and technical competencies:** (include years of experience)

- Minimum of 2 years working experience with humanitarian international NGOs or operational UN agencies
- Minimum of 1 year field experience in conflict affected areas in Somalia
- Preferably experience in the areas of conflict resolution, security governance and/or community based programming

<p><b>Education:</b> (include certificates, licenses etc.)</p> <ul style="list-style-type: none"> <li>• Minimum of Bachelor's Degree in Social Sciences, Management, Law, International Development, International Relations or other relevant subject</li> <li>• High degree of computer literacy</li> </ul>	<table border="1"> <thead> <tr> <th data-bbox="801 340 1043 416">Core competencies</th> <th data-bbox="1043 340 1193 416">Basic</th> <th data-bbox="1193 340 1342 416">Advanced</th> <th data-bbox="1342 340 1498 416">Expert</th> </tr> </thead> <tbody> <tr> <td data-bbox="801 416 1043 465">Striving for excellence</td> <td data-bbox="1043 416 1193 465"><input type="checkbox"/></td> <td data-bbox="1193 416 1342 465"><input checked="" type="checkbox"/></td> <td data-bbox="1342 416 1498 465"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="801 465 1043 515">Collaborating</td> <td data-bbox="1043 465 1193 515"><input type="checkbox"/></td> <td data-bbox="1193 465 1342 515"><input checked="" type="checkbox"/></td> <td data-bbox="1342 465 1498 515"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="801 515 1043 564">Taking the lead</td> <td data-bbox="1043 515 1193 564"><input type="checkbox"/></td> <td data-bbox="1193 515 1342 564"><input checked="" type="checkbox"/></td> <td data-bbox="1342 515 1498 564"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="801 564 1043 613">Communicating</td> <td data-bbox="1043 564 1193 613"><input type="checkbox"/></td> <td data-bbox="1193 564 1342 613"><input checked="" type="checkbox"/></td> <td data-bbox="1342 564 1498 613"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="801 613 1043 667">Demonstrating integrity</td> <td data-bbox="1043 613 1193 667"><input type="checkbox"/></td> <td data-bbox="1193 613 1342 667"><input checked="" type="checkbox"/></td> <td data-bbox="1342 613 1498 667"><input type="checkbox"/></td> </tr> </tbody> </table>				Core competencies	Basic	Advanced	Expert	Striving for excellence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Collaborating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Taking the lead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Communicating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Demonstrating integrity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Core competencies	Basic	Advanced	Expert																									
Striving for excellence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																									
Collaborating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																									
Taking the lead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																									
Communicating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																									
Demonstrating integrity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																									
<p><b>Languages:</b> (indicate fluency level)</p> <ul style="list-style-type: none"> <li>• Strong proficiency in English and fluent in written and spoken English minimum level 4 fluency</li> <li>• Fluent in spoken and written Somali</li> </ul>	<p>Find the definition of DRC's Core competencies <a href="#">here</a></p> <ul style="list-style-type: none"> <li>♦ <b>Basic:</b> I master the essentials, but may at times need help from others</li> <li>♦ <b>Advanced:</b> I can work independently at full professional level.</li> <li>♦ <b>Expert:</b> I am the go-to person when others need help.</li> </ul>																											
<p><b>Key stakeholders:</b> (internal and external)</p> <p><b>Internal Stakeholder</b></p> <ul style="list-style-type: none"> <li>• DRC CO, RO and HQ staff, as well as colleagues in DDG</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Local government authorities</li> <li>• Other NGOs</li> <li>• donors</li> </ul>	<p><b>TERMS AND CONDITIONS</b></p> <p>Availability: December 2017</p> <p>Other terms of employment will be in accordance with DRC/DDG terms for National staff.</p> <p><b>The position is open to nationals ONLY.</b></p>																											
<p><b>Last updated:</b> (date and name) 18-10-2017; Juliana Amal-Obonyo</p> <p><b>General Commitments:</b> DRC has a Humanitarian Accountability Framework, outlining its global accountability commitments. All staff are required to contribute to the achievement of this framework.</p>	<p><b>APPLICATION AND CV</b></p> <p>Interested and qualified candidates who meet the required qualifications and experience are invited to submit their applications which should include a 1-page cover letter clearly stating their motivation and qualifications, certificates of education and CV to <a href="mailto:Drcjobs.Moga@drcsomalia.org">Drcjobs.Moga@drcsomalia.org</a> with the subject heading "AVR Coordinator - Kismayo" not later than Thursday 24<sup>th</sup> November 2017</p> <p>ONLY shortlisted candidates will be contacted for the written test and interview</p> <p><b>(DRC is Equal Opportunity Employer)</b></p>																											

The Job description may not exceed two pages