



**JOB ADVERTISEMENT: Regional Program Coordinator/ Head of Programmes**

<b>Organization</b>	COOPI – Cooperazione Internazionale is a relief and development organization founded in Italy in 1965. COOPI’s envisions a world without poverty where diverse cultures live together sharing equal rights and equal opportunities. COOPI’s mission is to reduce poverty in the global South through interventions of long-term sustainable international cooperation. COOPI also conducts advocacy activities in Italy, to fight the cause of the serious economic gap between the North and South.
<b>Position</b>	<b>Regional Program Coordinator/ Head of Programmes</b>
<b>Reporting To</b>	Regional Representative
<b>Duration</b>	1 year with initial probation of 3 Months
<b>Location</b>	Somalia – Mogadishu with frequent field visits to field offices (Baidoa, Dollow, Luuq, Hargeisa, Odweyne)
<b>Job overview</b>	Under the direct supervision of the Regional Representative, the <b>Head of Programmes (HoP)</b> supervises all programmes, with the specific responsibility for timely and efficient programme implementation, and the quality of projects. By supervising the implementation of results-based Monitoring and Evaluation systems, the HOP also guides the programme strategy and development of future programmes. Together with the Regional Representative, the HOP represents COOPI to donors and partners, ensuring that COOPI is recognised for its field experience. He/she engages in medium and long-term planning and strategy activities, including formulation of new proposals, and ensures continuous quality improvement of programmes and contributes to a positive working environment for programme staff.
<b>Key Tasks</b>	<p>He/she is responsible for the strategy and coordination of COOPI’s programs in the Region ensuring that programs are designed and implemented to the highest standards and in line with COOPI’s global strategy, policies and core values. The main tasks linked to this position are as follows:</p> <ol style="list-style-type: none"> <li><b>1. Program Strategic Planning</b> <ul style="list-style-type: none"> <li>✓ Provide leadership in development of policies and strategies for the regional coordination office ensuring that the regional strategic objectives are in line with COOPI’s global strategies, objectives and values;</li> <li>✓ Ensure project design and proposal preparations for institutional and public funding in accordance with the COOPI International Code.</li> <li>✓ Ensure that COOPI profile and fact sheet are annually updated.</li> <li>✓ Ensure compliance to COOPI’s Program’s monitoring tools such as Preppy by the program managers</li> <li>✓ Provide leadership in review and monitoring of the implementation of the Nairobi regional coordination office strategic objectives and plans;</li> <li>✓ Responsible for foreseeing the budget in the new projects development, in coordination with the regional administrator, and ensure its sustainability and monitoring the same during the project life.</li> </ul> </li> <li><b>2. Program Development and Management</b> <ul style="list-style-type: none"> <li>✓ Promote the identification of programs and projects in line with strategic plans of the regional office to support actualization of the same;</li> <li>✓ Offer critical advice on program trajectories and direction for future development in line with program strategies; review and update program strategies as necessary</li> <li>✓ Actively contribute to development of new proposals, within existing COOPI programs and in line with COOPI country strategy</li> <li>✓ Network among donors and key stakeholders to actively seek funding opportunities, help</li> </ul> </li> </ol>

- increase the quality of proposals, understand donor priorities and ensure coordination
- ✓ Supervision of the sector coordinators / program managers and promote integration of projects within programs and programs within the strategic plan (sector and geographical);
- ✓ Responsible for overall program, and project supervision (keeping updated on progress of implementation, meetings and field visits) quality control and ensuring attainment of the requisite standards in line with international norms, COOPI and donor requirements;
- ✓ Ensure effective operational management of COOPI's programme through line management of Project/Programme Managers and M&E Department
- ✓ Working in collaboration with Program managers, ensure that program implementation is managed closely through the development of structured work plans, indicator tracking and monitoring plans.
- ✓ Ensure timely and high quality reporting to donors and HQ
- ✓ Make sure that project developed meets high standards in terms of design, implementation and M&E through proper Project Cycle Management
- ✓ Undertake monitoring visits to programme areas and provide feedback to managers and staff
- ✓ Prepare programme budgets collaboratively with programme and finance staff
- ✓ Track programme expenditure through programme review meetings using financial expenditure reports prepared by the finance department.
- ✓ Track programme status through internally developed M&E systems, through regular review meetings

**3. Institutional Relationship**

- ✓ Ensure that information collection, sharing and analysis (policies and strategies) are undertaken by sector coordinators and program managers;
- ✓ Establishing and monitoring of national and regional consortia to achieve COOPI's regional strategic objectives and plans;
- ✓ Ensure that COOPI is represented in: cluster sectors meeting, NGO Consortium program related meetings, Partners meetings and all relevant program related meetings.
- ✓ Identification of potential resources and follow-up (financial and opportunities).

**4. Human Resources Management**

- ✓ Lead the process of recruitment, selection, monitoring and evaluation of the coordination and managerial staff for the programs;
- ✓ In consultation with the Country Director, plan HR needs, identify capacity building needs for senior staff and ensure sufficient human resources for the projects to meet its objectives
- ✓ Ensure that COOPI retains its capacity to respond to emergencies within its programme areas and is responsible for managing any small-scale emergency responses within the programme areas.
- ✓ Review project staff periodic evaluation to ensure coherence among teams.

**5. Internal relations:**

- ✓ The Head of Programmes reports directly to the Regional Representative, who provides direction and general supervision. HoP serves as a line manager for Project Managers, Technical Advisor, M&E Coordinator, Grants Manager and works closely with Country administrator.

**6. External relations:**

- ✓ In coordination with the Regional representative attends meetings with donors, government partners, regional and local authorities; other agencies, clusters, coordination bodies etc.

**Education, Technical Skills & Knowledge Required**

**Core Competencies**

- ✓ **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- ✓ **Communication Skills:** Well developed written and oral communication skills. Able to communicate

clearly and sensitively with internal and external stakeholders this includes effective negotiation and representation skills.

- ✓ **Integrity:** Works with trustworthiness and integrity and has a clear commitment to COOPI's core values and humanitarian principles.
- ✓ **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- ✓ **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- ✓ **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- ✓ **Knowledge and skills:** knowledge of COOPI policies and procedures, Sphere and the INGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- ✓ Somali language is an advantage.

**Technical Competencies**

- ✓ At least 10 years of relevant field experience with humanitarian and development programs in complex emergency or post-conflict settings.
- ✓ Relevant Master's degree or equivalent in the development sector (International Development, program planning and management, Agriculture and Food Security, WASH and/or other relevant disciplines).
- ✓ Experience working with donors (ECHO, EU, UNHCR, DANIDA, UNFAO, UNICEF, DFAT, SHF etc.), international and national NGOs, and government agencies.
- ✓ Proven experience in programming related to food Security, Livelihoods, Cash transfer Wash, DDR, Youth/Women Empowerment etc...
- ✓ Proven experience in project cycle, needs assessments, proposal development and donor reporting
- ✓ Experience in complex decision making and leading a multi-disciplinary, multi-national team under difficult circumstances
- ✓ Knowledge and experience of Monitoring and Evaluation within projects is required
- ✓ The highest level of expertise in representation and negotiation with governments and donors
- ✓ Demonstrated experience and understanding in program work relating to the Somalia contexts would be a distinct advantage.

**Start date**

ASAP

**Application**

Interested candidates who meet the required qualifications and experience are invited to submit their applications through email to [hr.nairobi@coopi.org](mailto:hr.nairobi@coopi.org) with subject line as "**Regional Program Coordinator**" by 18<sup>th</sup> July, 2018.

The application should be a cover letter and CV as one document and indicate the title of the position on the subject line this will ensure we capture your application in the right way.

Applications should include contact details of three professional referees. One referee must be the applicant's Immediate supervisor.

**COOPI is an Equal Opportunity Employer**

**[Qualified female candidates are strongly encouraged to apply](#)**

**Only short listed candidates will be contacted.**