



seed **madagascar**

sustainable environment, education & development

Project Coordinator

Locality of work: Fort Dauphin district: Agnalapatsy, Andranobory, Ankariera, Ranopiso, Ankilivalo, Ankaramena, Manambaro, Soanierana, Ampasy Nahampoa, Mandromodromatro and Mahatalaky and based in Fort Dauphin

Supervisor: Head of Department, Community Health and WASH

Method of employment: CDD - 12 months renewable

Project Background:

Project Miatrika, is a three-year project funded by German Federal Foreign Office (GFFO). It aims to reduce rates of acute malnutrition amongst children aged 6-59 months, strengthen healthcare systems and promote positive social behaviour change in the Fort Dauphin District, Anosy region. SEED will collaborate with the National and local Ministry of Health, nutrition cluster members, regional office of nutrition (ORN) and 22 CSBs to both reduce MAM and SAM rates among children and build community resilience to resist future shocks.

Position Overview:

The project Coordinator is responsible for supporting the Head of Community Health and leading the management, implementation, monitoring, evaluation, coordination and reporting of the nutritional and resilience project. They will provide technical guidance and operational support to facilitate the achievement of concrete and sustainable results, according to plans, logical framework, standards of performance, and accountability framework. They will work with two project managers to oversee the overall implementation of activities across the intervention sites. This will include ensuring the high-quality completion of training, monitoring, social behavior change sessions, food distribution and managing partnerships with UN agencies, national and local nutrition clusters, government and non-governmental organizations when relevant.

Tasks and Responsibilities

1. Define project goals, objectives, tasks, and deliverables and create a detailed project plan, including timelines, resource allocation, and risk assessment
2. Supervise two project managers to ensure the high-quality implementation of project activities, including leading high-level convening with project partners and beneficiaries when necessary
3. Assist the project managers in coordinating and delivering capacity-building with healthcare providers and community health agents and the development of the terms of reference

4. Support the project officers and ground-level staff in ensuring the regular follow-up of project activities through weekly and monthly meetings
5. Work collaboratively with the administration, logistics and project officers in procuring the RUSF and protective rations and coordinating the transfers and distribution of RUSF and unprepared food in sites
6. Ensure the process of safety of food storage in sites in collaboration with the local authorities and revise risk assessment related to food storage and transportation safety in sites of interventions
7. Assemble and leading a project team, assigning tasks, and ensuring effective communication and collaboration among team members, managing and resolving disagreement
8. Ensure communication flow between ground-level staff and other SEED team members in the Fort Dauphin office and internationally
9. Oversee project costs and expenditures, ensuring that the project stays within budget, identify any risks or issues related to budget and take appropriate actions to address them under the agreement of the Head of Department and Head of Programme
10. Identify potential risks and develop mitigation strategies, regularly assessing and monitoring project risks, and taking proactive steps to minimize their impact on the project
11. Provide capacity-building with the project officers and other team members when necessary, ensuring that training is delivered efficiently and in-line with project scheduling
12. In collaboration with other team members, identify project stakeholders and their requirements, regularly communicating with stakeholders, providing project updates, and managing their expectations
13. Identify gaps and capacity building needs of the service providers in order to strengthen the services delivery and capacity in relation to the roots causes of malnutrition
14. Carry out regular programmatic visits across the sites to ensure the implementation, accountability and accuracy of data reported to SEED, stakeholders and donors
15. Supervise the overall completion of baseline, endline survey and ongoing monitoring tools with healthcare centres and the beneficiaries to assess the impact food distribution programming
16. Collect, analyse and compile the written report and data from project officers to facilitate the reporting documents prepared by the Head of Programme for the donors
17. Monitor project deliverables and ensure that they meet the specified quality standards and comply with donor agreements
18. Represent SEED Madagascar in external meetings with other agencies, donors and partners on the ground in Madagascar and in the UK
19. Ensure all of SEEDs policies and procedures are evident throughout the work of the department, including those for safeguarding, whistleblowing and anticorruption, and undertake continual training to ensure these are promoted at all times
20. Any other tasks that Director of program and operations or Head of Community Health deems necessary within the broad outline of the role

Person Specification.

University diploma in a health-related discipline: public health, nutrition, risk and catastrophe management, social sciences or at least 8 years' experience of working on a range of health projects

To have at least 5 years' experience working with community health, and/or emergency response project

To have at least 3 years' experience in managing, supporting and developing a team of staff and the ability to lead and work within a team

Experience of working in multidisciplinary and multinational teams in delivering logistically complex multi-year projects with a wide range of objectives

Experience of working with a range of partners (government and NGO) and building mutually beneficial relationships

Proven experience of using different methods of social behavior change (SBC) to promote long term impact within the project interventions sites and a good knowledge of deviance positive approach;

Experience of facilitating a range of capacity-building activities, including healthcare training and community sensitizations

Able to travel and work in rural communities for periods of 1-2 weeks at a time

Be able to work to and advocate for all of SEEDs policies and procedures, safeguarding those that SEED works with and reporting any concerns appropriately

Demonstrate an understanding of and commitment to SEED's ethos and approach and be a good ambassador for the organisation at all times

Punctual, ability to organize own workload, work to deadlines and independently

Highly responsive to emerging community needs, excellent proven problem solving and negotiation skills with a flexible and patient attitude

Ability to organise and lead meetings, take the initiative and make decisions

Be fluent in the Anosy dialect (Antanosy, Antandroy), have a high standard of written and verbal French and at least an intermediate standard of English

Have Motorbike license or be willing to use a motorbike

Experience utilizing a computer and ability to use word and excel

Application procedure

Interested applicants should send a CV and covering letter outlining how their skills and experience match the requirements in the role description criteria to xxxxxxxx by email at xxxxxxxx.

