

## TEARFUND JOB PROFILE

<b>ROLE</b>	<b>DMT AREA CO-ORDINATOR</b>
<b>PROGRAMME</b>	<b>DMT Afghanistan</b>
<b>LOCATION</b>	<b>Aqcha</b>
<b>DATE REVIEWED</b>	<b>July 2007</b>

### **PART 1 – JOB DESCRIPTION**

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#### **1. MAIN PURPOSE OF JOB**

As part of the senior management team, to lead a Disaster Management Team's (DMT's) area team in a designated geographical area in accordance with Tearfund and DMT policy and strategy.

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#### **2. LINE MANAGEMENT / POSITION IN ORGANISATION**

- DMT Grade A3.
  - May deputise for grade A1.
  - Reports to the Programme Director
  - Manages the team in a designated geographical area.
  - As a member of the senior management team, closely co-ordinates with the following other members: Programme Director, HR Manager, Logistics Co-ordinator, and where appropriate, Sector Advisors.
  - Liaises closely with senior officials of organisations in designated geographical area and visitors.
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#### **3. DIMENSIONS AND LIMITS OF AUTHORITY**

- Approve expenditure on approved operational and programme budgets for which you have delegated responsibility up to £20,000.
  - Pay invoices / cash on receipt within requirement for two authorised signatories on cheques up to £20,000.
  - The above is subject to changes in the Disaster Management System.
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## 4. DUTIES AND KEY RESPONSIBILITIES

The percentage figures shown against each heading are only intended to convey a rough idea of the relative size of the various areas within the overall job.

**Within the designated geographical programme area :-**

### **Programme Strategy and Planning (10%)**

- Participate with the senior management team in developing the country strategy and associated implementation plans / programme budgets in accordance with Tearfund's corporate approach to Disaster Management.
- Ensure the programme's mission, purpose, strategic goals and programme objectives are communicated amongst programme staff to create mutual understanding and ownership.
- Monitor and advise the Programme Director on developments in the humanitarian situation.
- Research and develop potential project interventions in support of identified needs in line with country programme strategy.
- Responsible for team and programme security in the area developing and implementing security measures appropriate to the area, including writing the Location Specific Security Plan.

### **Corporate Policies, Management Systems and Procedures (10%)**

- Contribute towards the promotion and adherence to Tearfund's Mandate, Basis of Faith, Core Values and Operating Principles.
- Ensure internal management systems (e.g. PIM / DMS) are established and monitor field-based operations to comply with required policies and procedures.

### **Project Cycle Management (20%)**

- Provide leadership and support to project and technical staff to ensure effective management and timely implementation of work plans and budgets in achievement of project outputs and objectives.
- Oversee project staff in participatory needs / capacities & vulnerability assessments, situation analysis, project design and proposal / budget preparations for institutional and private donors.
- Ensure the timely provision of situation updates and project narrative reports for the country head office, in accordance with required reporting formats.
- Participate in project reviews and evaluations to assess project impact and effective use of resources.

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## **Financial Management & Accounting (10%)**

- In conjunction with the Finance Manager, ensure financial management is in accordance with standard financial systems and policies.
- Receive and analyse project financial reports and assist project staff in managing specific projects budgets, understanding variances and agreeing / advising on corrective actions.
- Ensure monthly cash flow forecasts are prepared and forwarded appropriately to fit with planned expenditure.
- Overall responsible (and delegated to a person of choice) for the payment of salaries to national staff.
- Overall responsible for the finance function locally, including cash flow, banking, and cash receipts and other finance related tasks.

## **Team Management (5%)**

As line manager:

- Lead and manage staff, encouraging effective team work and providing supervision, guidance and mentoring.
- Ensure that staff understand their individual and collective responsibilities for security, safety and well being.
- Conduct 6-monthly performance appraisals, and encourage the personal development of each individual (including personal development plans and the identification of training needs).
- Conduct exit interviews, disciplinary and grievance procedures, as required, for staff in areas of delegated responsibility.
- Ensure that staff respect local cultural customs and norms.
- Where appropriate provide pastoral support to staff.

## **Spiritual Leadership (5%)**

- Responsible for the spiritual leadership of staff; to support their spiritual well being and encourage adherence to Tearfund's Christian distinctiveness.
- Responsible for the support of staff in their own spiritual leadership roles.
- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Attendance at regular team devotions, away days and retreats.
- Responsible for maintaining your own spiritual development.
- To be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

In countries where Tearfund needs to employ non-Christian staff, special care will need to be taken to ensure that non-Christian staff are not alienated.

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### **Personnel Management for the Programme (15%)**

- Lead and manage all field-based personnel, providing proper supervision, guidance and mentoring of these staff to ensure effective performance and compliance with Tearfund strategy and procedures.
- In conjunction with the designated Security Officer and the HR Manager, ensure that training in security measures is regularly undertaken and enforced to maintain as safe and secure a working environment as possible for Tearfund staff and projects.
- Undertake delegated responsibility for overseeing staff welfare / health & safety functions for field-based employees (including food, accommodation, compound management, health & hygiene) as appropriate.
- Ensure that project staff understand their individual and collective responsibilities for safety and well being, monitoring and encouraging compliance with local security plans and health & safety procedures.
- Assist the Programme Director and HR Manager in defining required team composition and organisational structure in accordance with the DMT Grading Structure.
- In coordination with the HR Manager, assist in staff resource planning, personnel requisition, recruitment, induction and training for all staff as appropriate.
- Assist the HR Manager to ensure legal context, local practice and Tearfund policy are considered on matters of employment practice (including salaries) for national staff
- As part of the senior management team, promote conditions for effective teamwork and commitment to Tearfund's values and operating principles.
- Monitor and uphold staff conduct and discipline in accordance with Tearfund's values and principles.
- Ensure that line managers conduct regular performance appraisals of their staff, including formal appraisals every six months, and encourage the personal development of each individual (including personal development plans and the identification of training needs).
- Ensure that line managers conduct disciplinary and grievance procedures and exit interviews, as necessary.
- Ensure all the personnel files of staff are maintained and regularly updated.
- Ensure all staff respect local cultural and gender sensitivities.
- Ensure that detailed records are kept and analysis made of work-related injuries, accidents, security incidents and fatalities to staff and provide such information on a regular basis to the HR Manager.

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## **Good Practice and Institutional Learning (10%)**

- Assist team members to ensure projects are implemented in accordance with signatory codes of conduct and accepted good practice.
- Facilitate and participate in project reviews and evaluations and ensure learning is understood and disseminated to field and Head office based stakeholders.
- Promote and encourage openness to learning from staff, and help identify case studies / issues from project experience for analysis, dialogue and possible incorporation into emerging best practice and policy formulation.

## **External Relationships / Representation (5%)**

- As delegated by the Programme Director, ensure approval has been obtained from the relevant authorities (whether formal governmental or informal de facto authorities) to carry out a specific project.
- Maintain constructive working relations with representatives of other NGOs, UN agencies, local governments (including both formal authorities and informal faction where applicable) and donors.
- Build the capacities of selected local partners, by providing operational support in disaster management, in close coordination with Regional Teams.
- As delegated by the Programme Director, negotiate with local representatives of potential donors to secure local and international funding for specific projects.
- Encourage positive relationships with local church and partner organisations and assist in the development of collaborative programme in accordance with country strategy.
- Support external policy influencing (advocacy) activities at relevant district and regional government, inter-government and non-governmental agencies, in consultation with the Programme Director.
- Attend relevant inter-agency coordination meetings as required.
- Facilitate occasional visits to programme sites by external stakeholders and/or Tearfund UK-based staff.

## **Administration / Programme Support (5%)**

- Oversee the administrative function, line managing the Administrator, where appointed and delegating specific administrative tasks to that person.
- Advise the Logistics Co-ordinator on the needs for office furniture, equipment, supplies and utilities.
- Oversee the Administrator in maintaining an effective filing system to store project documentation in consultation with the HR Manager and in accordance with Tearfund standard procedures.
- In consultation with the HR Manager, ensure an adequate level of administrative support to project staff including providing day to day clerical support; document filing; recording and disseminating external & internal

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communications (letter/fax/e-mail/radio/phone) through delegating these tasks to an Administrator.

- Delegate the management of office and domestic staff in the project office and staff accommodation.

### **Logistics / Technical Support (5%)**

- Delegate to the logistics function, the selection, leasing and management of the project office, residential and other premises as required.
- Oversee the logistics function in ensuring all office building / residential accommodation and compound have appropriate security measures and are managed and maintained.
- Supervise the Technical Logistician to ensure an adequate level of logistics and technical support to project staff as required including the timely and effective procurement of supplies and equipment in support of project interventions.
- Oversee management of programme assets and supervise the Technical Logistician in compiling and maintaining an accurate, detailed, up-to-date fixed asset register, ensuring a monthly asset register report is provided to the Logistics Coordinator.
- Supervise the Technical Logistician in maintaining the commodity inventory management system.
- Advise the Logistics Coordinator on status of telecommunications and information technology systems and staff competencies in correct usage (telephone, fax, computers, email, HF / UHF/ VHF radio, sat phone).
- Oversee the allocation of vehicles within the project location.

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## **INFORMATION FOR APPLICANTS**

- Tearfund seek as an organisation to be committed to Christ in all we are and all we do.
- Staff members need to be committed to Tearfund's ethos of professional excellence and spiritual passion.
- It is important that we are committed to relationships by following biblical principles and showing integrity in our dealings with each other.
- We seek as an organisation to be obedient to biblical teaching and evaluate our work and attitudes in line with biblical principles.
- An essential part of our working life is praying together as an organisation and as teams on a regular basis.
- All staff also take part in devotions, away days and retreats

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### PART 2 – PERSON SPECIFICATION

#### Area Co-ordinator

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Degree and/or equivalent qualification</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 3 years management experience.</li> <li>• 1 years in the following areas               <ul style="list-style-type: none"> <li>○ Project design and management</li> <li>○ Relief management</li> <li>○ Finance management</li> <li>○ Strategic planning</li> <li>○ Working in accordance with corporate structures, policies and practices.</li> <li>○ People management experience</li> </ul> </li> <li>• Experience of leading and facilitating prayer and Bible study groups.</li> <li>• Experience managing a team in an insecure environment</li> </ul>	<ul style="list-style-type: none"> <li>• Logistics</li> <li>• Development experience</li> <li>• Working to SPHERE Standards, People In Aid and Red Cross Codes of Conduct.</li> <li>• Health &amp; safety at work</li> <li>• Facilities Management</li> <li>• Experience in Muslim country</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Negotiation and representation skills</li> <li>• Analytical skills</li> <li>• Problem solving skills</li> <li>• Training skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to work in an highly insecure environment</li> <li>• Ability to learn fast</li> <li>• Computer literate</li> <li>• Administrative skills</li> <li>• Ability to communicate confidently and comfortably about own personal faith</li> <li>• Ability to lead and facilitate team prayer and Bible studies</li> <li>• Ability and commitment to apply biblical principles prayerfully within all aspects of the role</li> </ul>	<ul style="list-style-type: none"> <li>• Networking</li> </ul>

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<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"><li>• Committed evangelical Christian</li><li>• Humanitarian &amp; Christian motivation</li><li>• Emotionally and spiritually mature</li><li>• Team player</li><li>• Understanding and sensitivity to cross cultural issues</li><li>• Flexible and adaptable to ever changing environments</li><li>• Ability to remain calm under pressure</li><li>• Diplomatic and determined</li><li>• Willingness to travel and live in basic conditions</li><li>• Committed to an evangelical Christian church</li><li>• An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement</li></ul>	<ul style="list-style-type: none"><li>• Networking</li><li>• Contributing to an evangelical Christian church</li><li>• People developer and motivator</li></ul>
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