

TEARFUND JOB PROFILE

ROLE	AREA CO-ORDINATOR
PROGRAMME	HAITI
LOCATION	Port au Prince
DATE REVIEWED	January 2010

PART 1 – JOB DESCRIPTION

1. JOB OVERVIEW

The Area Coordinator (AC) is responsible for leading and managing a Tearfund Disaster Management project team. As the most senior representative for Tearfund in the project location, the AC is responsible for representation to the local authorities and to donors, and for coordination with other NGOs and UN agencies. The AC is responsible for project management and the implementation of programme quality and accountability commitments and for ensuring Tearfund policies and procedures are adhered to by staff. As a member of the programme's Senior Management Team the AC contributes to strategic decision making and shaping of the overall strategy for the programme.

2. POSITION IN ORGANISATION

- Grade: A3
 - Reports to the Deputy Programme Director
 - Line manages the Project Managers, Area Logistics Officer, HR and Finance Officers where appropriate
 - To work in collaboration with the HR, Finance and Logistics Managers and Sector Advisors who have dotted line responsibility with the project staff
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3. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to participate in the spiritual life of Tearfund in the following ways:
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflection during Group or Team prayer times.
 - To be committed to the outworking of Tearfund's Mission, Values and Beliefs statement.
 - To actively work and live in accordance with Tearfund's statement of Faith and Tearfund's evangelical Christian beliefs.
 - To maintain a Christian faith through personal spiritual development and a relationship with God.
 - To provide support and spiritual guidance to staff, in line with biblical principles to demonstrate Tearfund's Christian distinctiveness and ethos.

TEARFUND JOB PROFILE

- The post-holder will be expected to behaviour in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.
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4. KEY RESPONSIBILITIES

4.1. PROGRAMME STRATEGY

- As a member of the programme's Senior Management Team (SMT), help to shape the overall strategy for the programme as articulated in the Programme Framework (PF).
- Ensure Tearfund's purpose, values, and the programme objectives are communicated amongst project staff and facilitate input from project staff in the strategic planning process.
- Represent the project area in SMT discussions, reviewing security management, progress against strategic objectives, budget expenditure, Human Resources, and any other operational concerns.
- Assist the Programme Director and HR Manager in defining required team composition and organisational structure for the project team in accordance with the DMT Grading Structure.

4.2. PROJECT MANAGEMENT

- Lead on conducting assessments and the shaping of new project proposals in the project area, in accordance with the Programme Framework.
- Write project proposals (narrative, logframe, activity schedule and budget) for Tearfund approval and submission to donors.
- Ensure projects are designed in accordance with Tearfund Quality Standards, and reflect the priorities outlined in the programme's Quality Standards action plan.
- Provide interim and final project reports for submission to donors in accordance with the reporting schedule and the required reporting formats.
- Facilitate monitoring of the projects with project staff, to review project progress, review beneficiary feedback, identify corrective actions required, and capture learning.
- Promote and encourage an openness to welcoming feedback from beneficiaries and communities, and learning from staff
- In conjunction with the Finance Manager, Logistics Manager, and finance and logistics staff, ensure project budgets are calendarised, a procurement plan is drawn up, and assist project staff in managing specific projects budgets, monitor expenditure to budget and identify any corrective actions required.
- Participate in project evaluations to assess project impact and effective use of resources.

4.3. CORPORATE POLICY AND COMPLIANCE

- Responsible for security management for the project team, including writing and updating the location-specific Security Plan, ensuring staff are fully briefed/trained on the agreed security measures appropriate to the area, staff understand individual and collective responsibilities for safety and security and ensuring incidents are reported, critical learning is recorded and corrective actions taken.
- Responsible for health and safety for the project team, ensuring policy is understood by staff, and any accidents are recorded appropriately.
- Responsible for induction of project staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives.

TEARFUND JOB PROFILE

- Responsible for project compliance with the procedures set out in Tearfund's Disaster Management System for the development of project proposals, reporting, monitoring, evaluation, learning, project completion and for compliance with donor rules.
- In conjunction with the HR Manager and HR staff, ensure local recruitment is consistent with Tearfund HR recruitment policies, the legal context and local practice
- In conjunction with the HR Manager and HR staff, ensure HR policies and procedures are understood by the project team and implemented.
- In conjunction with the Finance Manager and finance staff, ensure financial management is in accordance with Tearfund financial systems and policies.
- In conjunction with the Logistics Manager and logistics staff, ensure logistics systems (procurement, transport, storage, communications, estate / buildings management, asset management etc.) are in accordance with Tearfund logistics systems and policies.
- Ensure project completion, filing and archiving procedures are implemented

4.4. TEAM MANAGEMENT

- Provide leadership to the project team, ensuring clarity over project plans and priorities, encouraging effective team work and inclusiveness, and building a team spirit through regular meetings and team events.
- Provide management support to the project management team, in their management of others, and the implementation of work plans and budgets.
- Oversee the administrative functions for the project team, line managing administrative staff where appointed.
- Ensure Tearfund's performance management system is effectively implemented across the project team, with objective setting, probationary reviews, regular catch ups, 6-monthly performance appraisals and exit interviews, carried out for all staff.
- Support the implementation of Tearfund's staff development policy, including personal development planning, across the project team in a way that is consistent and transparent.
- Conduct disciplinary and grievance procedures, as required, in conjunction with the HR Manager.
- Provide spiritual leadership to the project team and pastoral support where appropriate.

4.5. EXTERNAL REPRESENTATION

- Represent Tearfund to local authorities (whether formal governmental or informal de facto authorities), securing the necessary approvals to operate.
- Represent Tearfund to other NGOs, UN agencies, and visitors, ensuring coordination and constructive working relations and attendance at relevant inter-agency coordination meetings or delegating to staff as appropriate.
- Represent Tearfund to donors representatives and other visitors to the project area.
- Support policy influencing (advocacy) activities at relevant local and regional levels, in consultation with the Programme Director.
- Facilitate relationship building with local churches where applicable and their engagement in project objectives
- Facilitate relationship building with Tearfund partner organisations and collaborative work in accordance with the Programme Framework.

TEARFUND JOB PROFILE

PART 2 – PERSON SPECIFICATION (One page)

JOB TITLE: Area Coordinator

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Degree and/or equivalent qualification 	
EXPERIENCE	<ul style="list-style-type: none"> Proven disaster management experience Proven project and budget management experience. Proven people management experience Proven security management experience 	<ul style="list-style-type: none"> Working knowledge of good practice standards: SPHERE, Humanitarian Accountability Partnership, People In Aid and Red Cross Codes of Conduct. Donor grant management Experience in financial, HR and logistics systems Development experience Advocacy experience Strategic planning experience
SKILLS/ ABILITIES	<ul style="list-style-type: none"> Basic Spoken French Leadership and management skills Organisational and administrative skills Negotiation and representation skills Analytical and problem solving skills Excellent written and verbal communication skills Computer literate 	<ul style="list-style-type: none"> Training and mentoring skills
PERSONAL QUALITIES	<ul style="list-style-type: none"> Committed evangelical Christian An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement Emotionally and spiritually mature Team player Understanding and sensitivity to cross cultural issues Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding Flexibility, ability to remain calm under pressure Willingness to travel and live in basic conditions 	<ul style="list-style-type: none"> Networking People developer and motivator

TEARFUND JOB PROFILE