



## MASTER MANAGEMENT DU DEVELOPPEMENT Mention Action humanitaire et sociale

### PROJECT COORDINATOR

#### 1) FONCTIONS TASKS OF THIS POSITION

##### ***a) Follow-up of the daily incidents/ changes in the context***

- Daily reporting the deputy in charge of security (security team of the mission)
- Capitalisation and analysis of these information in close link with the security team
- Feed back and permanent communication with the team
- Update of security rules and procedures with the logistician
- Training on security rules of the teams with the logistician
- Insure good relationship with all kinds of local authorities
- Manage all security incident and ensure a first debriefing of the team members involved in incidents
- Good understanding of the context, local strategies and actors

##### ***b) Decide on the adequate team composition according to the level of insecurity structure:***

- Link with the coordination team in case of any problem regarding administration and logistics
- Support the structure teams in their constraints and in the decision making process
- Validate all human resources choices for the national team
- Follow-up of the good deployment of the logistics means between the teams
- Ensure that the logistician and the administrator can apply procedures in any conditions

##### ***c) Humanitarian context:***

- Follow up the general humanitarian situation
- Make sure all basic needs are covered before launching any other operation
- Through a local network of contacts, regularly update information about humanitarian needs
- Analyse the humanitarian situation in view of the general situation / context

**d) Operational follow-up:**

- Create one general follow-up tool for all programs for indicators follow-up
- Support the teams in their daily choices
- Encourage the initiatives and the training of national teams
- Make sure the daily link between managers and coordinators is strong and comprehensive
- Support coordination between operational teams

**e) Program coordination:**

- Follow-up of all indicators and activities of the programmes
- Insure the general coherence of the project implementation
- update permanently the operational priorities and share this with the team
- Make sure that administration and logistic teams are also clearly part of the project

**f) Team management:**

- Give working frame to the teams
- Ensure collaboration between all teams
- Share general information with managers
- Manage the team in terms of rhythm, motivation, working perspectives
- Respect the capacities of each one, and allow the expression of each one's

**g) Reporting:**

- Coordinate donors reporting processes
- Coordinate weekly and monthly reporting
- Provide assessment reports when led by the Field Co.
- Report on security incident on the day of the incident
- Write a general report after each major change in the context
- Make sure everyone is reporting on his/her activities
- Capitalise the reports in your computer in order to be able to share complete files with the others

## **2) PROFIL QUALIFICATIONS**

- Strong experience of project management of humanitarian activities (one years is a minimum).
- Strong abilities for team management, capacity building and work delegation.
- Demonstrated experience of security management in difficult security environments.
- Demonstrated attention to detail and ability to follow procedures, meet deadlines and work both independently and cooperatively with team members.
  - Excellent English & fluent French. Arabic can help a lot on the field but will not be recruitment criteria.

### **3) SUCCESS FACTORS**

- Capacity to spark innovative approaches to manage and to inspire teams and departments to collaborate closely to support programming strategy.
- Ability to live and work closely with a diverse team of individuals in a highly intense and fluid work and security environment.
- Ability to work independently, take initiative and live in a sometimes solitary environment with significant restrictions on personal movement.
- Flexibility to work in remote control, to move on the bases and to adapt the working tools to the difficult working context
- Strong capacity of work
- Strict adherence to security policies and procedure.
- Respect for local cultural norms and traditions and ability to live different cultural environment.
- Deep interest for working in high volatile humanitarian situation.

### **4) CONDITIONS**

- Statut : employee
- Contract duration : Permanent
- Salary : GBP 19,740 net