



GROW

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www.grow.org.ls

TERMS OF REFERENCE

JOB TITLE: PROGRAMMES COODINATOR

LOCATION: MOKHOTLONG

Main Purpose and Scope

Under the guidance of the Managing Director and responsible for direct supervision of project activities, the Program Coordinator will be responsible for supporting GROW in planning, executing and implementing programs. The program coordinator support the Managing Director by providing administrative duties related to planning, directing and coordinating both academic and operational activities of the GROW programs and projects.

Major Duties and Responsibilities

Program Development

In conjunction with the Managing Director, the Program coordinator will;

- Oversee assigned daily program operation for field trips and internal planning
- Coordinate, monitor and/ or supervise the activities of Project Officers, mentors and volunteers and interns
- Develop schedule for project activities and coordinate high quality execution of those projects.
- Support the Managing Director by scheduling meetings, providing agendas and minutes, developing reports relevant to the programs and projects of the organization
- Provides support and information to project officers on the variety of issues related to programs.
- Monitor and document evaluation reports for projects officers
- Monitor program expenditure ensuring that budgets allocations are adhered to
- Evaluate program effectiveness to develop improved methods
- Serve as liaison with local stakeholders regarding program performance and program effectiveness
- All other duties assigned by the Managing Director
- Knowledge of project management systems and software for tracking and picking up warning signals in the project implementation.

Measurable Outputs and Performance Indicators

- Preparation of monthly, quarterly and annual program departments reports, and conduct program evaluation
- Assist the projects Officers in Preparing other relevant reports
- Organize and conduct trainings on projects implementations and systems for projects admin staff.
- Assist Project staff in the preparation of reports on the findings and lessons learned from project innovation
- Provide input and update information related to project outcome in GROW website
- Prepare issues log and risk log for the projects
- Develop project management system for the project and for the funding counterpart/stakeholders
- Oversees program related expenditure

Competencies

- Possession of University Degree qualification in Development Studies, Community Development, Project Management or related Social Sciences
- Minimum of 4 years relevant experience in Project Management
- Demonstrate integrity by modeling GROW values and ethical standards
- Promote the vision mission and strategic goals of GROW
- Display cultural gender religion race nationality and age sensitivity and adaptability

Functional competencies

- Organizes and accurately completes multiple task by establishing priorities while taking into consideration special assignments, frequently interruptions, deadlines, available resources and multiple reporting relationships
- Plans, coordinates and organize workload while remaining aware of changing priorities and competing deadlines
- Establishes, builds and maintains effective working relationships with staff and clients facilitate the provision of support

Knowledge Management and learning

- Demonstrates rigorous knowledge and skills of community development
- Has good knowledge and skills in Project Management
- Highly skilled in production and review of educational resource material
- Network with others, Project Officers, institutes and organizations to share information and to gain knowledge that would help improve programs

- Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with donors and project staff.
- Ability to lead implementation of new systems affect staff behavioral/ attitude change

Self-Management

- Focuses on results for GROW and all interested stakeholders
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrate strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change the ability to manage complexities
- Responds positively to critical feedbacks and differing point view
- Solicits feedback from staff about the impact of his/her own behavior

How to Apply: Send your CV, educational transcripts and Motivation letter to GROW offices or email: grow_hr@yahoo.com

Applications close on the Tue, 26th January 2016 12:00 noon.