

JOB VACANCY ANNOUNCEMENT

Title: Somalia Programme Coordinator

Type of position: International

Location of work: Somalia at least 50%. Kenya rest of the time

Reports to: CISP East Africa Regional Coordinator/ CISP HQ

Supervises: CISP team in Somalia

Start of work: January 2020

Duration: 2 years with possibility of renewal

Background Information

CISP is an equal employment opportunity employer with its Headquarters in Rome.

CISP Somalia carries out projects in area of aid and development by supporting national authorities and CSOs to provide quality, equitable, transparent and accountable services in the sectors of health and nutrition, education, protection, peacebuilding and emergency response.

CISP Somalia has its main office in Mogadishu and sub offices in Galkayo, Guriceel, Eldere and Harardere. CISP Somalia office is coordinated by CISP East Africa Regional Office in Nairobi, which provides support to country programmes in both Somalia and Kenya.

Objectives

To promote CISP's and partners' mission, vision, objectives, values and code of conduct in Somalia, to promote CISP's and partners' internal procedures and quality standards. To ensure, in collaboration with CISP's team, quality program coordination, design, development, promotion, planning, management, M&E and reporting.

Role and Responsibilities

Supervision of Coordination of programs and offices in the field

- Ensure high quality coordination between the projects for increased collaboration, sharing of information and resources, leverage, monitoring, good relations and CISP culture;
- Ensure CISP reputation and representation is high, ensure excellent relations are established and maintained with authorities, partners and all key stakeholders, Ensure representation of CISP at relevant meetings when necessary.
- Ensure CISP is represented in technical working groups in the sector of Child Protection, health, nutrition, higher education and other, ensure meaningful presence in advisory boards, steering committees, NGO consortium and other relevant meetings in Somalia and Kenya if applicable.
- Ensure programme is supported in assessments and development of new interventions and partnerships.
- Ensure quality and timely communication and reporting with all relevant stakeholders.
- Ensure monthly internal reporting as per CISP's requirements
- Ensure leadership and coordination to the multi-disciplinary teams, jointly with the team in Somalia, to maximize all efforts towards effective co-ordination of intervention.
- Ensure security systems are adequate in all project locations.
- Ensure supervision and support to implementation of interventions as per plans.
- Ensure adequate office and HR management.
- Ensure compliance with CISP Management System, code of conduct and behaviour, donors' relevant policies and procedures.

- Ensure safeguard of CISP's assets and interests and protection loss arising from fraud, waste, weak administration and poor value for money.

Program and Grants Management

- Ensure quality management of all grants and projects implemented in Somalia, according to CISP's rules and policies and donor's requirements.
- Ensure continuous conducive relations with donors and partners.
- Ensure submission of quality and timely narrative and financial reports.
- Ensure adequacy of processes of external evaluations and audits.
- Ensure innovative approaches are included in existing and future programs in order to increase positive impact on project beneficiaries.
- Ensure regular supervision and monitoring ongoing projects and strengthen the collaboration with partners and beneficiaries.

Program design and development

- Ensure promotion of CISP's work through presentations, productions and dissemination of relevant visibility materials, tools and publications promoting CISP best practices in the different sectors of intervention.
- Ensure Identification of new funding opportunities and new opportunities for technical partnerships. Write project proposals accordingly while ensuring financial sustainability and stability of the program
- Create opportunities for networking with other agencies aimed at identifying partnership opportunities.
- Ensure mainstreaming of relevant themes and strategic thinking and planning

Program Administration

- Ensure HR management is in line with needs and requirements. Support the development of programme staff structures, initiate recruitment of staff, monitor their performance and act accordingly, identify capacity building needs and guarantee provision of trainings accordingly.
- Ensure overall programme administration is in line with CISP's Management System and donors' requirements.
- Ensure Financial systems, tools, management, reporting, flows etc. are in line with needs, standards and requirements. Ensure Financial plans, reports are updated and shared.
- Ensure procurements are conducted in line with CISP's and donors' standards.

Internal Reporting

- Submit monthly Country reports according to HQ template.
- Conduct monthly review meetings with staff

Profile Required

Educational:

- At least Master's Degree in one of the following: development and cooperation, social and political sciences, education, humanitarian and international affairs, management of non-profits and other relevant fields.

Technical / Professional:

- Experience in managing, implementing, and monitoring programs above 5 Million USD (at least 7 years).
- Experience in identifying and applying for funds and partnerships
- Successful development and funding of project proposals

- Ability to develop the capacity of personnel
- Ability to identify and mitigate problems, conflicts and risks
- Ability to facilitate and coordinate meetings
- Fluent written and spoken English, Somali is a plus

Personal:

- Excellent communication skills: oral and written
- Ability to maintain consistent high standards of professional behaviour and achievement when working alone and in a team
- Networking and facilitation skills
- Proactiveness and problem solving
- Critical and creative thinking
- Strong Leader, Team builder and trainer
- Self-motivated, works unsupervised under pressure
- Ability to motivate and guide teams

How to apply:

Interested and qualified persons, with the required experience are invited to submit their application to recruitment@cisp-ngo.org by close of business on: 15th November.

Email subject: "SOM-COORD".

Application to include ALL of the following:

- CV (not exceeding 4 pages), including 3 references.
- Cover letter (1 page maximum)

Please note only shortlisted candidates will be contacted.

For more information about CISP, please visit www.cisp.ngo / www.cisp-som.org

CISP is strongly committed to ending Child Abuse, all forms of Sexual Exploitation and Abuse, and to building a work environment that is safe and welcoming for all, where Sexual Harassment does not take place. The desired candidate for any position should share and support this commitment in all aspects of their personal and professional behaviour. Any history implicating that the applicant has a history of Child Abuse, Sexual Exploitation and Abuse, or Sexual Harassment, is a reason for excluding him or her from employment with CISP.