

JOB OPPORTUNITY

Vétérinaires Sans Frontières - Germany (VSF Germany) is a non-governmental, non-profit making international Organization, engaged in the field of veterinary relief and development work providing humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. With support in animal health, agriculture, marketing, and food safety, VSF Germany works towards food security, resilience building, strengthened livelihoods as well as respond to different Emergences. VSF Germany is registered and licensed in Ethiopia by Authority for Civil Society Organization since March 2010 and latest re-registration as per 2019 Civil Society Organization proclamation no 1113/2019 on May 23, 2019 with License no 1662. VSF Germany implements activities in Ethiopia, Sudan, South Sudan, Kenya, Somalia and Uganda.

VSF Germany anticipates emergency response project from USAID-BHA for drought affected communities in Afar, Borana (Oromia), South Omo zone of SNNPR and Somali region and seeks to recruit qualified and well experienced staff for project entitled; "Integrated Response to Complex Emergency (IRCE) in Afar, Somali, Borana (Oromia) and South Omo (SNNPR)." The intervention in Somali region is implemented through our Partner VSF Suisse. The positions to be filled are listed below and details of each position requirements are accessible from VSF Germany website www.vsf.org. Note also that all these positions to be filled will be pending until final approval of the proposal and grant agreement is signed with the donor USAID-BHA. In all listed position women are highly encouraged to apply and priority will be given to competent women applicants.

Job Title: Program coordinator (Consortium coordinator)

Line Manager: Country Program Manger

Place of work: Addis Ababa with frequency travel to project regions, Afar, Somali, Borana (Oromia) and South Omo (SNNPR)

Donor: USAID -BHA

Monthly salary: As per VSF G scale

No. of positions: One

Contract period: One year with possible extension based on available funding

Job Summary:

The purpose and role of Program (consortium)Coordinator is to ensure effective management and coordination of USAID-BHA funded drought response program in four pastoral regions of Ethiopia (Afar, Somali, Oromia (Borana) and South Omo Zone of SNNPR). This entails supporting the field-based staff and consortium member (VSF Suisse in Somali region) in the following significant roles; 1) Establish and lead project management structure both at country and field level in close collaboration with consortium partner. 2) Establish and facilitate coordination structure with stakeholders and partners in project implementation areas. 3) Support implementation of the project to achieve its objective and goal. 4)

Promote documentation and learning; 5) Guide field staff on project data collection, monitoring and evaluation of all project progress, and; 6) ensure compliance with M&E standards for the project. He/She will closely work with other VSF G field team, partners, government and consortium member (VSF Suisse) on the quality of M&E system, work plan development and consolidation of lessons learnt.

Key Areas of responsibility:

Management and Coordination

- Organize kick off consortium meetings- including involvement from project, technical, finance, logistics and human resource departments as appropriate
- Organize and chair monthly consortium steering committee meetings to discuss pertinent programme and financial issues and disseminate minutes and follow up on action points
- Ensure that rules and procedures are understood and respected by all consortium member, sharing information and conducting training if required on proposed systems and processes for consortium management
- Manage the project budget ensuring strict monitoring on all expenditure
- Develop work plans, financial projections and verify all financial reports of the project
- Ensure that activities conform to the proposed activities for both VSF Germany and its partner VSF Suisse that as per the final approved proposal & Budget
- Oversee and proactively engage in the implementation of key recommendations from USAID-BHA, VSF G RON or that of the consortium steering committee

Reporting

- Develop a reporting schedule that is agreed by all consortium member which adequately fits into USAID-BHA requirements and deadlines
- Ensure reporting from VSF Germany and its partner VSF Suisse according to USAID BHA and VSF Germany requirements is completed in a timely manner and according to agreed deadlines
- Manage and update the common consortium log frame and use it for reporting and ensuring complete information can be shared as per donor request
- Document financial and narrative reports from consortium member for internal reference and progress tracking
- Review and prepare consolidated narrative and financial reports on project progress, monthly, quarterly, annually as per donor and VSF G requirements

Communication

- Setup regular communication schedules with all consortium member as well as VSF G team in the field

- In addition to quarterly steering committee meetings and monthly focal point updates, provide regular updates to country program manager, key contact points in RON on the progress of project
- Establish adequate practices and channels of communication and interaction between consortium member
- Proactively seek feedback and input from consortium partner on challenges or risks to funds and negative impacts on programme activities.
- Carry out regular communication and updates on consortium management, consortium partner performance and provide timely alerts of key challenges to VSF G.

Monitoring and Evaluation

- Ensure that each consortium partner own policies and compliance are in accordance with USAID-BHA and VSF G financial, monitoring and evaluation policies and that these are shared with consortium member.
- Carry out project monitoring visits at least once per two months per region to the project areas including partner activities
- Convene and chair quarterly technical coordination meetings to share good practice and lessons learnt
- Document lessons learned and present this lessons in a workshop to share to wider audiences
- Develop and manage a MEAL strategy for the project which documents the implementation of the project activities and monitor progress toward work plan, targets and milestones
- Coordinate, supervise and review all project surveys; baselines/end lines, assessments and evaluations including designing tools and sampling methodologies, training teams, planning fieldwork, producing analysis and reports as per donor USAID BHA requirements.

Visibility and communication

- Ensure the implementation of Branding Strategy and Marking Plan as per USAID-BHA approved document.
- Ensure to collect monthly material for communication, Branding and marking as per USAID-BHA requirements

Job Requirement:

- Master and or Degree in any of the following: Agriculture, Animal Science/Livestock & Production, veterinary medicine, Development Studies or relevant discipline with experience in project management, coordination, or related work; experience of consortium project is advantages
- At least 10 years of experience in project management, coordination, M &E or related work; NGO experience with USAID-BHA funded project will be an asset.



- Demonstrated experience in applying quantitative and qualitative/participatory research methods.
- Demonstrated experience with team work and field experience.
- Proven capacity to build the M&E skills of colleagues, partners and community members.
- Confident, with presentation and facilitation skills, proven record in provision of trainings.
- Proficiency in using standard computer software, especially MS office as well as data entry/statistical packages, such as Excel, MS Access and SPSS.
- Ability to work under pressure, with minimum supervision.
- Excellent oral and written (English) communication skills and knowledge of the project an added value

How to apply

Interested and qualified candidates meeting the minimum requirements should send application comprising of the following documents to Ethiopia@vsfg.org within 10 working days post advert, on or before **July 15 ,2022** indicating the **title of the position** on the subject line.

1. Updated CV not more than 3 pages
2. Cover letter for application only One (1) page
3. One-page summary table of educational background, work experience, skill, competence and current or last salary.

DON'T SUBMIT copies of transcripts, academic degrees, or recommendation letter as you will provide them up on request only. Make sure also you clearly state the job position and location in your email or on the cover of envelop and or application letter.

Due to the urgency of some position we shall conduct assessments on an ongoing basis as applications are received.

Disclaimer:

VSF Germany does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.