

# World Vision

## VACANCY ADVERTISEMENT

*For Somali Nationals Only*

World Vision is an International Relief and Development organization, whose goal is to achieve long-lasting benefits in the quality of life for vulnerable children and their families, displaced persons and communities. The Somalia program wishes to invite applications from highly competent dynamic, self driven and results oriented Somali National to fill the following vacancy. The successful candidate will be based in **WV Office, Garowe, and Puntland.**

### **Purpose of the position**

To support the M&N manager to provide leadership, team management and coordination of Health and Nutrition initiatives and projects. The person will ensure facilitation of smooth, cost effective, efficient management of resources and timely implementation of project activities by supporting, supervising and coordinating the activities and staff in realizing program objectives and the management and decision-making on the health projects.

### **Major Responsibilities:**

#### **Leadership and management**

- Provide leadership to the project team in fulfilling of the project objectives
- Provide guidance and create conditions necessary for the effective execution of project by the staff team, partners as well as the community.

#### **Project Design implementation and monitoring**

- All documents guiding implementation such as budgets, DIPs, projections are prepared and used correctly
- Ensures that community needs around OVC and HIV/AIDs are assessed from time to time.
- Proposals/concept papers and assessments for new projects are developed in collaboration with PDU to supplement ongoing efforts
- Regular monitoring and reporting of project implementation.
- Timely Submission of quality narrative and reports
- Joint assessments and analysis are conducted in context specific approaches that take account of regional disparities and the context of fragility.
- Program designs and strategies are developed jointly with MOH, national staff
- Conduct lesson learnt forums and document best and promising practices, lessons learnt and challenges at the end of each project life/ phase

#### **Maintain and create strategic partnerships and networks with donors, UN, and other NGOs.**

- Keep and share information from INGO meetings, government correspondences and internal World Vision Lessons Learned.
- Ensure that World Vision is represented in coordination forums and review meetings.
- Liaison with donors, UN/NGO partners, bilateral, multilaterals and Support Offices is maintained

### **Staff Management and Capacity Building**

- Recruitments are conducted as per HR policy and local considerations.
- Staff performance review and appraisals done and clear performance goals agreed upon.
- All project staff grievances and disciplinary issues are managed appropriately
- Staff capacity is constantly improved to meet the challenges of their job.

### **Community and CBO Capacity building:**

- Training plans and curriculum are in place.
- Identify relevant and vibrant CSOs and CBOs and conduct CA and undertake systematic capacity building.
- Clear capacity gap analysis matrix for staff and managers developed.
- Develop CSO/CBO collaboration guidelines. Work with SOs and NOs to ensure

### **Financial Control and Budget Management**

of human, financial and physical (supplies and assets) resources.

- Ensure appropriate financial systems, procedures and controls are used in the effective project management
- Monthly financial projections are prepared and submitted for funding in a timely manner.
- Management response to audit queries is done on a timely basis
- Asset inventory in place.
- All assets are adequately safeguarded.
- Facilitate preparation of project budgets, narrative reports, updates, financial reports and submit them within the agreed time frames.

### **Others**

- Carry out additional responsibilities as assigned by the Project Manager
- Attend and participate in devotional meetings.

### **Other Competencies/Attributes:**

- Strong understanding of systems design and implementation protocols
- Strong inter-personal skills, and proven team-player
- Excellent written and oral communication skills
- Proven ability to manage competing priorities
- Able to solve complex problems and to exercise independent judgment
- Able to work in a cross-cultural environment with a multi-national staff
- Perform other duties as required.

### **Qualifications: Education/Knowledge/Technical Skills and Experience**

**The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:**

- 1) University degree in Nursing and/or other related disciplines such as public health
- 2) At least 7 years of experience with INGO in project design, implementation, monitoring and evaluation in a complex humanitarian context

- 3) Previous experience in health and nutrition program management at Coordinator level preferred
- 4) Knowledgeable of MS Word, Excel, Power Point etc.
- 5) Excellent verbal and written communication skills, experience in writing proposals, project documentation, reporting, program information for donors and the World Vision/partnership.
- 6) Familiarity with grant compliance and procedures of key donors in health including HIV/AIDS as well as SPHERE Standards and Good Enough Guide.
- 7) Capacity to provide solid leadership and decision-making skills for efficient and effective project implementation.
- 8) Ability to work with different partners, local authorities, local organizations and NGOs, to develop and maintain positive relationships
- 9) Willingness to assume other project tasks as required.

**Working Environment / Conditions:**

- Work environment: Field Based in Puntland. Frequent travels to meet beneficiaries and support staff.
- Travel: Considerable amount of travel is required.

Interested and qualified candidates should log on to;

<https://careers.wvi.org/jobs/somalia/health/senior-health-and-nutrition-project-coordinator-puntland/7898>. For detailed requirements and qualifications for the above jobs.

**All applications should be received by 20<sup>th</sup> July, 2017. Only shortlisted candidates will be contacted.**