

# Job Description

## Programs Coordinator

The Program Coordinator is reporting to the Programs Manager

### Major Duties and Responsibilities:

1. Responsible for the implementation and follow up of program activities in accordance with the programs' work plan and budget
2. Responsible for the planning of program activities, including budgetary preparations
3. Maintain sound and effective communication internally and externally, to ensure all requirements associated with the implementation of the program are efficiently managed
4. Responsible for efficient and regular communication with the program stakeholders, including but not limited to; local governments, Tribal Leaders, Academics, CSOs, IDPs, Returnees, etc. in accordance with the identified program stakeholders
5. Responsible for continuous monitoring on peace-status in the targeted governorates, independently.
6. Provide ongoing mentoring, technical and administrative support, as required, to the program stakeholders to ensure program objectives are met.
7. Maintain an up-to-date electronic tracking database of all project beneficiaries, stakeholder, and expert, supported by complete documentation.
8. Other responsibilities as assigned

### Reports:

9. Develop monthly & quarterly reports on the progress of the program.
10. Develop regular reports on the monitoring and evaluation process of program activities/projects.

### Competencies:

- Reliability: Has the ability to perform assigned tasks dependably in routine circumstances and take the initiative when the assigned tasks are compromised by unexpected or stressful situations Demonstrates sound, consistent judgment when making decisions. Can be counted on to maintain a positive attitude, provide timely, high-quality work products, and deliver on commitments made to management.
- Accountability: Has the ability to see the problem, own it, and take the initiative to do something about it in a timely and responsible way. Acknowledges and assumes responsibility for decisions, actions, and outcomes. Owns up to shortcomings and mistakes; honors obligations, expectations and requirements.

- Integrity: Represents self accurately; is loyal and respectful to the organization; and considered trustworthy by those who know her or him.. Presents the truth in direct, uncomplicated terms; readily admits to mistakes, and can be trusted with confidential information.
- Results Focus: Makes things happen, maintains momentum, and shows a strong bias for action over complacency and indecision. Is self-driven, sets aggressive goals, and tasks and assignments in a timely manner. Willingly invests considerable effort to meet deadlines and deliver high-quality work products.
- Communication: Communicates thoughts and ideas effectively, both verbally and in writing; has the ability to adjust communication style to suit the circumstances and audience. Easily establishes a serious but upbeat professional working rapport with others; listens to others with interest and patience; respects, understands and considers ideas and points of view that differ from her or his own. Can explain complex concepts and information to others in a simple but accurate manner to people from broadly different religions, ethnicities, cultures, and social classes