Job Title: **Program Coordinator** <mark>(proposed)</mark> for the fragile context programming area in Narathiwat

Job Purpose:

The Program Coordinator in fragile context programming in the Deep South Provinces (based in Narathiwat) is responsible to provide leadership in managing, implementation, and monitoring of the area program with multiple & integrated projects and interventions; the sectors to be covered includes but not limited to Education, Protection, DRR/HEA, Environment/Climate Change, Health & Nutrition, WASH, Advocacy, F&D, GESI. The person will provide day-to-day management to achieve high quality results in line with adaptive management, scenario plans, context & risk situation in relation to the established goals, objectives, and operating policies. Build effective partnerships and capacity building for local partners with clear engagement or partnering plans provide operational support to implementing partners resulting in a community-based program/s that enhance children's well-being, focused on the most vulnerable, and leads to sustainable change. Supervise the financial management of the area program assigned in relation to project goals and objectives, monthly activity schedule, timing of expenditures, budgets, etc.

Major Responsibilities:

% of Time	Description of Tasks / Responsibilities	End Result
25%	A) **Ensures effective programming (Fragile Context Programming) in Narathiwat Province** 1) Ensures quality programming at the area program level which includes quality & timely delivery and implementation of project interventions/activities and efficient utilization of resources 2) Oversees and ensures effective planning, monitoring, reporting, review & reflection, evaluation, and program transition with community partners and stakeholders 3) Ensure the implementation of the project (fragile context program) activities in the primary focus areas (Sub-district or District) in partnership with the local partners such as local government, other NGOs, churches and FBOs 4) Collaborate closely with the implementing partners and service providers to ensure that project activities are kept on track with detailed implementation plans (DIP); taking prompt corrective action whenever necessary to make	• Projects are managed according to plan, and delivered according to quality standards; • Implementing partners implemented the plans as agreed in a timely and manner with quality • Implementation plans are regularly updated; and • Spending is in line with the projections. • Periodic reports are generated and shared timely and with quality

	sure activities and objectives are completed within the timeframe of the project; 5) Ensure integration of child protection & participation with the technical projects and community engagements including non-sponsorship projects in Area Program; and alignment with WV's child protection policy (safeguarding policy) 6) Oversees implementation of small grant funded & PNS projects and ensures donor requirements are fulfilled. 7) Support marketing or fund raising activities conducted within the Area Program or nearby areas 8) Produce information from existing monitoring systems/databases, required monthly management reports and quarterly progress reports and capitalize on best practices from the context monitoring project for scaling up. 9) Collaborate with NO level Advocacy lead to ensure integration of appropriate local level advocacy approach and activities as part of the project interventions 10) Work with GESI focal lead to ensure integration of GESI in project interventions	
20%	**B) Ensure operational, context appropriate and effective MEAL processes including Context and Risk monitoring** 1) Collaborate with MEAL team to ensure MEAL plan, system, and guidelines are developed and set-up to support adaptive management including reporting, utilization of learning and best practices in the fragilie context program area 2) Ensure context monitoring informtion is tulized to update scenarios and adjust program or project implementation and MEAL processes and activities 3) Coordinate with the Security Focal lead to undertake periodic risk monitoring and utilize the information to undertake or adjust scenario plans and project plans and implementation 4) Coordinate with MEAL, KM, and Innovation lead to ensure the management and reporting of project	• Functional MEAL system is set-up and working that supports project management and decision making • Context and Risk monitoring information utilized for adaptive management • Program / project reports, lessons learned generated on time and with quality • Learning, best practices and innovations are utilized and scale up

	information, identification and utilization or scale up of learning and best practices. 5) Utilize information from existing monitoring systems/databases, (IAM) +Horizon) required for monthly management reports and quarterly progress reports and capitalize on best practices from the context monitoring project for scaling up.	
25%	**C) Building and creating harmonious relationships and engagements with relevant partners, leaders and stakeholders for child well-being** 1) Builds and ensure effective collaboration and partnerships with key partners and stakeholders including other NGOs, local government officials, local churches, and community leaders in the area program and ensures effective/meaningful engagement all throughout the program process/phase 2) Build relationships with relevant partners and stakeholders and create appropriate mechanisms for information sharing and relationship building. 3) Facilitate the development of multi-stakeholder partnerships and jointly develop mechanisms that ensure partnering is a process of equitable, transparent and is mutually beneficial to all partners. 4) Manage and monitor partnerships for effective project implementation and facilitate review and *transitions* of partnerships to ensure sustainability. 5) Identify possible conflicts of interest and manage appropriately and ensure *partners* commit to achieving their appropriate inputs and activities and work with partners to understand, uphold and renegotiate their *accountabilities* as necessary 6) Communicate *key information* to internal and external stakeholders clearly and in a timely fashion 7) Represent World Vision to local and provincial government officials and partner representatives	• Engagements with relevant partners are established / created • Information shared mechanism set-up • Partnering plans and agreements developed and agreed • Multi-stakeholder partnerships created • Implementing partners are meeting or fulfilling the agreements • Plan for sustainability and transition with partners and communities developed

	in a professional manner, and to local religious leaders in a supportive and faith-based manner.	
15%	**D) Promote & integrate Do No Harm, peacebuilding and conflict sensitivity in programmes and projects** 1) Utilise conflict sensitivity principles, policies and guidelines in own work and support partners and communities to incorporate conflict analysis into design, monitoring and evaluation (DME) processes. 2) Facilitate dialogue with colleagues, partners, and communities to achieve a shared understanding of and commitment to conflict sensitivity principles and practices. 3) Regularly monitor, analyse and utilize the context of conflict within the community and the potential impacts of that conflict on a given project and adapt or adjust project implementation as needed 4) Identify vulnerabilities that need to be addressed and options that can improve the programming impact on conflict. 5) Develop a plan for applying and integrating peacebuilding and conflict sensitivity tools and concepts in collaboration with relevant partners and stakeholders 6) Build capacity of local partners and stakeholders on Do No Harm and IPACS or integrating peacebuilding & conflict sensitivity	• Community partners and leaders are sensitized on Do No Harm and IPACs • Do No Harm and IPACS integrated in program / project designs and plans • Context and conflict monitoring is done consistently • Program / projects adapt or adjust project implementation as needed – based on the context or risk situation
15%	**E) *Contribute to DRR/HEA Preparedness through Anticipatory Action and Capacity Building*** 1) Ensure dissemination of information on disaster preparedness and conflict / risk mitigation measures. 2) Ensure that anticipatory actions are informed by the context monitoring system and that preparedness actions are undertaken and integrated into regular programme activities 3) Collaborate with HEA/DRR lead in the establishment of CBDRM community committees with mandates defining their operational roles and responsibilities.	• Communities are sensitized on DRR/HEA preparedness • Anticipatory action plans developed and implemented • CBDRM committees established and functional • Early warnings and Early actions identified included in the plan

	4) Collaborate with HEA/DRR lead to build capacities of local partners and community leaders in EW/EA (early warning and early action) and link to appropriate mitigation measures. 5) Ensure training of staff and partners on disaster preparedness and risk and context analysis. This training will contribute to taking adaptive actions related to identified risks and threshold levels. 6) Collaborate with HEA/DRR lead to strengthen the capacities of communities and partners in the development of a disaster preparedness plan at the district or sub-district level. This plan will include adaptive actions as well as internal and external response capacity. 7) Ensure implementation of anticipatory activity protocols through simulations and also introduce anticipatory actions in schools to instill a culture of early action among children in their community environment with the inclusion of the most vulnerable community members.	

Required Education, training, license, registration, and certification
- Bachelor in Social sciences or related disciplines with experience in humanitarian development

Preferred Knowledge and Qualifications:

- Proven experience in project management (technical and financial), especially in the area of community resilience – with emphasis on adaptive management.
- Skills and experience in multi-stakeholder partnerships and managing implementing partners
- Skills and experience in the process of budgeting, planning and financial management of projects.
- Excellent analytical skills and ability to think strategically, innovatively and practically;
- Technical expertise in humanitarian programing and practical working experience with fragile context, conflict sensitivity and DNH;

- Good understanding of the rights-based approach, show commitment to gender justice, and have a good understanding of the role of local/national civil society in development;
- Experience in mainstreaming cross-cutting issues into organizations, change management and/or organizational development;
- Understanding of the Humanitarian Coordination mechanisms;

- Have experience and good understanding of monitoring, evaluation and learning (MEL) including peace and conflict impact assessment (PCIA);
- Strong experience and good understanding of facilitating learning including experience in designing and delivering trainings as well as knowledge management;
- Experience managing diverse staff/teams including in complex and challenging environments; and
- Producing, analysing, interpret and communicate complex and fast moving programmatic information – summarizing and coherently communicating it.