

PROGRAMMES COORDINATOR

Job Purpose

The Programmes Coordinator will oversee the effective coordination of all aspects of ongoing programmes and projects including planning, organizing, leading, and directing all associated activities including monitoring and evaluation.

Essential Responsibilities:

- Oversee the management, implementation and or delivery of all programme activities.
- Understand the unique cultural, social and political dynamics to which projects may be subject to and work carefully and collaboratively with relevant PA staff stakeholders to ensure the projects' success.
- Embrace the vision and mission for each project and effectively manage the available financial and human resources, including effectively managing relationships with grantees and donors.
- Responsible to manage and execute all country-wide on-going programmes.
- Provide technical support to programmes in country during planning and execution.
- Liaise with partners and stakeholders to ensure that agreed strategy is followed and objectives are achieved.
- Ensure process and progress of interventions through timely monitoring visits, documents' review, spot checks and triangulation.
- Ensures development of programme documents, proposals to secure funds as required.
- Coordinate with the partners to ensure that agreed targets are achieved within the stipulated timeframe and reports are submitted as per donors' satisfaction.
- Maintain primary oversight of the organization's ongoing programmes, humanitarian projects, activities and partnerships.
- Foster existing relations with governmental, nonprofit and community organizations; identify new opportunities with prospective supporters and collaborators.
- Ensure all programme activity complies with the organization's policies, procedures and operational practices in line with local regulations and policies.
- Aid in the preparation of yearly budgets for the programmes department.
- Collaborate with management to identify problematic areas within the organization and make recommendations and offer solutions to the CEO
- Submit monthly proposals and reports to the Chief Executive Officer.
- Stay informed about security, political developments and humanitarian needs in all provinces as well as global influencers.
- Perform other duties as may be assigned by CEO.