



**Position:** Project Coordinator -AHP Covid-19 Response

**Project Title:** AHP Covid-19 Response

**Location:** Viqueque, with some travel to Dili

**Duration:** 6 months with possible extension

**Reporting to:** Program Director

**Supervises:** Community Facilitators, Water Technician

**Remuneration:** Manager Level – Range determined according to experience

**Project Information:** The AHP-COVID-19 Response has the short-term focus on supporting the government's flood response with and emphasis on non-food item distribution and protection for vulnerable group; COVID-19 prevention especially in Viqueque Municipality. The medium-term focus is to support the government of Timor-Leste's broader COVID-19 response with an emphasis on risk communications and community engagement and support to DHS in Viqueque and health posts to response to COVID-19 cases and to roll out COVID-19 vaccine.

**Position Purpose:** The Project Coordinator is responsible to lead the planning, implementation and monitoring of the **AHP Covid-19 Response Project** according to ADRA Timor-Leste and donor guidelines and standards in order to achieve Project targets.

### **Key Responsibilities**

#### **1 – Project Management and Partners Relations**

- Ensure the project is implemented within the duration, scope and budget of the approved proposal.
- Ensure the following is implemented in collaboration with project team members, AHP consortium and key stakeholders:
  - Selection and validation of beneficiaries
  - Development of the Project Implementation Plan and distribution plan
  - Activity Implementation and distribution according to the workplan and the budget
  - Ensure the implementation of crosscutting issues such as gender equity, child protection, and environment are considered throughout implementation.
  - Repair of water supply system in assigned locations in Viqueque as per agreement with DHS
  - Socialization of COVID-19 vaccine to health posts and community
  - Distribution of IEC materials and hand-washing supplies.
- Regular planning and review meetings among project team and the key partners

- Interact, build and nurture effective working relationship with the relevant national and municipal stakeholders, such as DHS, SAS, AHP consortium and its members, Civil Protection Department under the Ministry of Interior, and other relevant partners.
- Maintain regular communication and immediately communicate significant issues with the Program Director.

## **2 – Human Resource Management**

- Lead the recruitment process of the required staff or volunteers whenever the case arises to hire new staff.
- Use performance management to ensure high quality output and performance of staff.
- Foster a friendly, positive and appreciative culture among the team members and the local partners.
- Mediate personnel issues and foster a learning culture.
- Ensure capacity development of the project team and the local partners.

## **3 – Monitoring, Evaluation, Learning**

- Develop MEL plan including updating logframe with targets as necessary
- Baseline for RCCE, weekly reviews and final evaluation are carried out according to the schedule.
- Develop and implement appropriate tools and system to monitor the progress, quality and impact of the project activities.
- Provide feedback to team members.
- On going coordination and monitoring with other agencies
- Provide internal weekly report and progress report to donor.

## **4 – Financial Management**

- Monitor the actual expenditures in comparison with the budget and implementation mode in coordination with the Finance Department and the local partners.
- Ensure the budget execution is timely.
- Ensure 100% compliance of procurement policy both ADRA TL policy and donor requirements.
- A complete procurement process is followed where a purchase request is made, quotations are obtained, and supplier selection is based on quality, price, availability, and delivery conditions.
- Ensure the internal mechanisms are in place.

## **Requirements**

- A university degree in development, health, public health or related field.
- At least five (5) years' experience in project management.
- Demonstrated leadership skills.
- English and Tetum fluency are essential.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)

- Strong people and communication skills including the ability to negotiate and build good working relationships.
- Ability to be flexible, creative, and able to work well in challenging environments.
- Candidates already reside in Viqueque are preferred.
- Ability to drive vehicle or ride motorbike is essential (proven by valid license)

Female candidates are encouraged to apply.

ADRA Timor-Leste is a child safe organisation and screens applicants for suitability to work with children, the successful applicant will be required to undergo background checks according to ADRA's Preventing Sexual Exploitation and Abuse Policy and Child Protection Code of Conduct and Policy.

**To apply for this position, please send a cover letter and CV highlighting the required criteria above to [domingos.sinorio@adra.tl](mailto:domingos.sinorio@adra.tl) or in person at ADRA office Travessa Hali Mesak, Delta 2, Dili. Contact 77343963. Please put the name of the position applied in the email subject.**

**Closing date: 31 May 2021 09:30 AM**