



Position: Project Coordinator – NZ DRP

Project Title: COVID-19 & Flooding Economic Recovery and Food Security (ERFS)

Location: Viqueque

Duration: 1 year

Reporting to: Program Director

Supervises: Construction Supervisors, Water Technician, Saving and Loan Facilitator

Remuneration: Manager Level – Range determined according to experience

Project Information: The latest COVID19 outbreak in Dili, and extended to Viqueque and other districts, began in March and was compounded by the flooding at the beginning of April. Through this project, ADRA TL will address food security impacts caused by both the floods and COVID-19 in rural communities in Viqueque. Beginning with the restoration of irrigation canals and the provision of rice seeds, as well as facilitating early recovery through provision horticulture seeds and water systems for selected kitchen gardens. Further, ADRA's early recovery response strategy includes increasing the number of village savings and loans schemes and provide grant to established VSLA (Village Saving and Loans Associations).

Position Purpose: The Project Coordinator is responsible to lead the planning, implementation, monitoring and reporting of the **COVID-19 & Flooding Economic Recovery and Food Security (ERFS) 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 member and key stakeholders:
 - Conduct rapid assessment and validation of beneficiaries
 - In coordination with the Ministry of Agriculture and Fisheries, conduct rapid assessment of damaged irrigation canals and agricultural plots
 - Development of the Project Implementation Plan and distribution plan
 - Design and approval of agriculture canals repair and water systems
 - Coordination and consultation with community leaders prior to agriculture canals repair and seeds distribution

- Activity Implementation (irrigation repairs, water system drilling), seeds distribution and grants 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.
 - 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 MAF, DHS, SAS, Civil Protection, community leaders 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, 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, agriculture, civil engineering or public health.
- 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 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: 24 May 2021 09:30 AM