

JOB POSTING

Position Title: Program Coordinator, iHEARD
Location: Lilongwe, Malawi
Reports To: Senior Program Manager, Ottawa, Canada
Supervises: M&E staff, if any, Consultants and Volunteers (in Malawi)
Date: January 2023
Contract: 1 Year fixed term with the possibility of extension subject to fund availability and the incumbent's performance

SUMMARY

CODE is an international non-governmental and not-for-profit organization duly incorporated under Canada's laws and has its head office in Ottawa. For more than 60 years, CODE has been working towards our vision of a literate world. CODE's mission is to enable student learning by increasing access to qualified educators and locally relevant, high-quality learning materials. CODE works with five core values: human rights, accountability, transparency, fairness, and sustainability.

Job Profile:

Since October 2021, CODE and its partners have started implementing the Innovations in Health, Rights and Development (iHEARD) project funded by Global Affairs Canada (GAC) in Malawi. The project aims to dismantle barriers to ensure sexual and reproductive health and rights (SRHR) for adolescent girls and young women (AGYW) in Malawi who are particularly vulnerable to SRH and human rights violations. Improving the SRHR of AGYW (10-25) will contribute directly to poverty reduction by enhancing the ability of AGYW to make informed SRHR decisions about their lives and bodies. iHEARD is being implemented in Malawi at scale nationally and intensively in the Central Region (Dowa, Ntchisi and Lilongwe Districts) by a consortium of CODE (project lead) and FRI (co-lead) along with their local and international partners. In future, there might be other projects (s) for addressing the needs of the Malawian people that are relevant to CODE's vision and mission.

Supervised by the Senior Program Manager based in Ottawa, the Project Coordinator – iHEARD will manage and coordinate the iHEARD project in Malawi. The position will work closely with the co-lead of the project, FRI, and implementing partners of CODE and consultants, particularly the M&E consultant, to ensure annual work plans and financial forecasts are developed, implemented, reviewed, monitored, evaluated and reported in a timely, efficient, effective, coordinated and compliant manner. In case there is a change in the way the M&E workforce is engaged with the project, the Project Coordinator – iHEARD may need to

supervise the position. The position is also expected to have constant oversight on the accuracy and compliance of financial management by the partners and provide support to the partners in developing their capacity on donors and statutory compliances.

MAJOR RESPONSIBILITIES

CONTENT AND RESULTS (30%)

- 1) Coordinate development and ensure the achievement of country-level yearly result targets of the project.
- 2) Review the Project Implementation Plan (PIP), Logical Framework (LF), Performance Management Framework (PMF), and budget in consultation with the Partner NGOs, Government, and stakeholders to provide input in the process of making necessary changes.
- 3) Receive, review, and recommend any change request from the partners related to PIP, LF and PMF to the Sr. PM for obtaining the necessary approval.
- 4) Provide orientation and feedback to partners on the PIP, LF, PMF, Budget, Reporting formats, M&E system, etc., of the project.
- 5) Considering the PIP, coordinate with the partners to prepare the Annual Workplan.
- 6) Regular reviews of the result targets internally and with the partners.
- 7) Co-design, co-facilitate, and prepare reports of Learning Workshops and Annual Plans & Budget Workshops.
- 8) Together with Monitoring and Evaluation personnel and consultants, develop and ensure using strong frameworks for measuring impact and advise on data collection to ensure quality.
- 9) Make regular monitoring visits to all partners' project sites and provide feedback to the partners and incorporate the findings in period program reports.
- 10) Prepare the first draft of the semi-annual operations report and the year-end report.
- 11) Prepare quarterly project progress reports in coordination with the M&E function and with the partners.
- 12) Prepare/ensure reports/minutes of various events and meetings.
- 13) Provide information/photos and clarification for donor reports and fundraising proposals.
- 14) Develop drafts of Terms of Reference for obtaining services from consultants to work at the country level.
- 15) Provide inputs to Terms of Reference for consultancy services initiated from headquarter.
- 16) With support from finance colleagues, organize and co-facilitate financial capacity-building activities for the partners.
- 17) Provide support in preparing other kinds of reports and fundraising proposals as requested by the supervisor.

- 18) Review and recommend approval requests related to the visibility guideline of the donor and the project in various communication materials produced using resources from the project.
- 19) Analyze risks relevant to the project by following the Project's Risk Register and report any risk-related matters to the supervisor and the other relevant entities.
- 20) Ensure Gender Equality, Social Behavior Change Communication, and other program strategies across the program components.

MANAGEMENT, COORDINATION AND REPORTING (50%)

- 21) Develop, manage, and coordinate local partnerships (with government and non-government organizations) for quality implementation of projects.
- 22) Maintain communication with local implementing partners to ensure a clear understanding of CODE's plans, criteria, policies, and resources available to project.
- 23) Follow-up work plans and budget of CODE Malawi and the partner organizations to ensure timely delivery of the project(s) activities and compliant use of the project(s) 's budgets.
- 24) Chair, organize, invite, and ensure minutes of the Field Steering Committee meetings as per the TOR of the FSC.
- 25) Organize, invite, and ensure minutes of the Technical Working Group Committee meetings as per the TOR of the FSC.
- 26) Participate in the Global Steering Committee meetings, and present recommendations from FSC in the GSC meetings.
- 27) Ensure engagement of AGYW Advisory Committee's engagement in the decision-making, including their participation in the FSC meetings.
- 28) Have regular meetings with each of the implementing partners.
- 29) Follow up with the partners on the updates of the decision taken in the FSC, GSC, TWG and AGYW Advisory committee meetings.
- 30) Review the initial submissions and ensure a timely receiving of quarterly and annual financial forecasts from the partners.
- 31) Gather information from partners and analyze the reasons behind budget variances.
- 32) Support in the recruitment process of consultants and other service providers.
- 33) Plan and manage procurements related to event management, including, but not limited to FSC meeting, AP&B Workshop, and Learning Workshop.
- 34) Make program visits for understanding and addressing challenges.
- 35) Support, including logistics, visits of HQ staff, donors or other visitors recommended by the HQ.
- 36) Prepare monthly project update reports in the format prescribed by the supervisor.
- 37) Receive, review and recommend to the supervisor amendments to the partnership contracts with local partners.
- 38) Oversee compliance with CODE's donor's contracts and laws.
- 39) Provide supports to all the required audits carried out by CODE, donor or Government.

- 40) Set up and ensures maintenance of office space (space sharing with partner or exclusive office for CODE) for CODE's project(s) in Malawi.
- 41) Take effective measures in ensuring the safety and security of the respective human resources, materials, office(s) and the organization's reputation
- 42) Support volunteers and consultants that support the program.
- 43) Performs administrative duties consistent with CODE's corporate policies and practices.

REPRESENT CODE (20%)

- 44) Chair the Field Steering Committee.
- 45) Participate in all the committees' meetings related to the project.
- 46) Work closely with the International Programs Team, including all related specialists, to continually improve CODE's programming and management.
- 47) Meet with education sector stakeholders in Malawi, representing CODE.
- 48) Works with members of the Fund Development and Marketing department, Finance department and Executive office to prepare proposals and reports to CODE's individual and institutional donors.

POSITION REQUIREMENTS

- Commitment to CODE's vision of supporting a sustainable literate environment in the developing world
- Master's degree in Social Sciences, Education, Public Health, Business Administration or related discipline
- A minimum of 5 years experience as a Project Manager/coordinator with an INGO or NNGO.
- Experience in partnership development and management.
- Experience in managing development project budgets.
- English fluency is essential, both written and oral.
- Proven experience in report writing.
- Experience managing timelines and budgets.
- Excellent interpersonal, problem-solving and communication skills.
- Innovative and creative thinker.
- Demonstrated ability to get things done.
- Strong work ethic and be able to work well independently as well as be part of a team.
- Experience with the Government of Canada Funding an asset.
- Experience with education and/or SRHR project an asset

This position offers an attractive benefits package.



Deadline for Application: 31 January 2023

Interested applicants should forward a cover letter and resume to:

<https://codecan.applicantstack.com/x/apply/a2h8bz7k2gmi>

For more information about CODE, visit www.code.ngo

All applicants must be eligible to work in Malawi.

We thank all the candidates for their applications; however, only those selected for an interview will be contacted. No phone calls please.

CODE welcomes and encourages applications from people with disabilities.