

## **Job Description and Terms of reference**

### **Program Coordinator**

#### **The Oslo Center - Puntland**

The Oslo Center, Puntland Development and Research Center and Demo Finland as a consortium is implementing a 12-months program in Puntland to assist political associations to develop and strengthen its institutions and develop capacity and capabilities for women in politics.

The program areas will be implemented by the consortium members individually or jointly. There will be a specific implementation plan for activities developed in consultation and coordination with the three consortium partners.

#### **The overall responsibility for the Program Coordinator is:**

- Ensure appropriate coordination and qualitative monitoring of the program at all times, which includes coordination of work plans, monitoring of activities, spending of funds and collection of reporting data in a cohesive manner using agreed upon templates.

#### **More specific job responsibilities are:**

##### Program oversight, management, coordination and implementation

- Coordinate the drafting of work plan and implementation plan, including detailed division of task between the consortium partners, in consultation with consortium partners
- Assist in the coordinate with PDRC and Demo Finland staff on the timely implementation of program activities according to the agreed work plans
- Assist in research and development of technical reports and documents and consolidate inputs from program partners and stakeholders in consultation with the program team
- Assist in screening, review and editing of program documents, training material etc. to ensure effective program implementation
- Provide support and when needed, to plan, organize, and implement program activities such as workshops, south-south learning visits, program reviews, and meetings, including the conduct of follow-up activities.
- Organize quarterly consortium meetings, including development of invitation, agenda, and minutes
- Implement program activities in close coordination and cooperation with PDRC and Demo Finland based on detailed division of tasks between the consortium partners

##### Finance and Budget Coordination

- Provide administrative, finance, and day-to-day support working with finance staff in PDRC, Demo Finland and The Oslo Center Kenya office in line with The Oslo Center policies and guidelines for carrying out activities under the programs
- Review and assess financial requests from PDRC for program activities and submit to The Oslo Center for execution
- Assist in the preparation and monitoring of Term of Reference for consultants and experts

- Coordinate with finance staff on procurements and prepare and review financial and administrative documents
- Assist in drafting project and activity budgets following the overall budgets of the programs
- Assist in project financial management, including monitoring of project budgets and reporting of monthly financial statements and reconciliation
- Ensure timely submission of financial reports to partners and donors in close cooperation with PDRC and The Oslo Center Kenya and head office financial staff

### Monitoring and Evaluation

- Assist in compiling and drafting program evaluation reports
- Coordinate and organize monitoring of program activities
- Coordinate reflection sessions between consortium partners to evaluate program
- Coordinate M&E activities with The Oslo Center M&E officer in The Oslo Center Kenya office

Any other tasks assigned by the consortium or The Oslo Center executive director/senior advisor

### **Qualifications**

The applicant must have the following qualifications:

- University Degree in Social Sciences, Law, International Development or related areas.
- Minimum of 5 years working experience with local/international level organization(s).
- Minimum of 5 years field experience in conflict affected areas, preferably in Somalia/Puntland.
- Proven experience in project management, including budget expenditure, donor relations, reporting, proposal writing, staff management and monitoring and evaluation.
- Fluency in written and spoken Somali and English.
- High degree of computer literacy.
- The applicant's duty station will be Garowe, Puntland State of Somalia. However, the applicant must be able to travel across Puntland, Somalia and abroad when necessary.
- Strong leadership skills, including ability to build and motivate a team as well as willingness to deal with Political Associations and Civil Society Organizations.
- Political and cultural sensitivity, including ability to adapt well to local cultures
- Proven ability to function well in a volatile and very restricted environment
- Strong liaison and communication skills
- Ability to resist external pressures
- Innovative and creative thinking
- Strong analytical and reporting skills

### **Application procedure**

Interested candidates should send CV and application letter to [ock@oslocenter.no](mailto:ock@oslocenter.no) by August 30, 2022. Please mention the position and your name in the email title.