



## **Project Coordinator - Disaster Risk Management Strengthening at the Southern African Development Community (DRMSS)**

### **Main Purpose**

Under the direct supervision of the Head of Unit – Disaster Risk Reduction, the Project Coordinator will lead the implementation and coordination of the Disaster Risk Management Strengthening Project.

### **Duties of the Coordinator**

The scope of work for the Project Coordinator will include ensure overall coordination of the project including planning, implementation, monitoring, and reporting of the project activities and make sure that the project achieves its intended objectives and contributes to the overall strategic objectives of SADC, the EU and its International Cooperating Partners;

Specifically, the Coordinator will also undertake the following:

- Prepare Annual Project Plans and budgets in consultation with project partners and the DRR Unit, and facilitate approval of the same by SADC Management;
- Coordinate the implementation of the project activities in line with project work plans and procurement plans and ensure alignment with the procedures outlined in the Grant Agreement, and the SADC Project Management System.
- Manage all project tasks and draw up support from various SADC directorates and units,
- Support the project procurement processes (draft consultancy terms of references, prepare tender and other procurement documentation);
- Ensure swift follow up with the project implementation unit on project activity execution, procurement on the implementation of the procurement plan and financial management experts on effective financial management of the project;
- Prepare monthly, quarterly, semi- annual and annual project reports in line with the donor and SADC reporting requirements;
- Coordinate Project Steering Committee meetings and progress reporting meetings with project partners;
- Coordinate monthly Project Technical Committee meetings with technical partners
- Work closely with the Project Management Support Unit to ensure project compliance with the SADC Project Management System;
- Ensure timely delivery of the project outputs in line with the Annual Operational Plan and budget;
- Ensure that cross cutting issues notably gender and climate change are taken into account in all project activities;

- Undertake project monitoring missions (SHOC, IFRC and others) and document through timely reports on achievement of set targets;
- Establish robust project monitoring and evaluation systems and lead the mid-term and external project evaluations;
- Maintain a high level project internal control and facilitate the annual Project Audits for the project;
- Carry out any other duties as delegated by management;

## **Qualifications and Experience**

### **Education**

At least a Master's Degree in Disaster Risk Management, Natural, Environmental or Social Sciences, with emphasis on development and risk management issues from a recognized institution.

### **Professional Certification**

Professional qualifications in Disaster Risk Management and related disciplines including exposure to emergency management or DRR training

### **Specialised knowledge**

- Knowledge of SADC development, disaster and regional economic and integration issues
- Knowledge of disaster risk management and climate change
- Proficient in the use of computers and computer software relevant to the position
- Project Management

### **Experience**

- At least 10 years of work experience in disaster risk management or humanitarian programmes in the SADC region.
- At least 5 years in a project leadership, coordination or management role
- Minimum of 3 years in a line management position or project coordination.

### **Skills Requirements**

- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Leadership skills
- Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Strategy and policy development skills
- Team building skills
- Excellent communication skills in written and spoken English; French and / or Portuguese knowledge would be an advantage.
- Planning and priority setting

## **Competency Requirements**

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Professionalism and adherence to good work ethics
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically