



ACORD Uganda Country Office  
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## Job description

<b>Job Title:</b>	Project Coordinator, PIN Project, Palabek, Lamwo
<b>Reporting to:</b>	Programme Manager, Northern Region – ACORD Uganda
<b>Location:</b>	ACORD Uganda – Lamwo District

### Job Purpose

The Project Coordinator (PC) is responsible for overall project implementation, monitoring and evaluation, quality assurance, reporting and networking and coordination of activities with other relevant actors.

### Relationships with others

Under the direct supervision of the Programmes Development Coordinator, he/she will work in collaboration with the Country Office staff – including; Director of Programmes, Programme Development and Partnership Coordinator, Monitoring and Evaluation Coordinator, Procurement Officer, Finance and Administration Manager, among others. In addition to linking up with other ACORD field stations, S/he is also expected to establish and maintain good working relationships with Local Government leaders, local communities, and NGOs and partners in Lamwo and neighbouring Districts and Palabek Refugee Settlement.

### Key Responsibilities

- Ensure quality planning and implementation of all project aspects in accordance with the agreed project frameworks and ensuring project deadlines are met.
- Take lead in the organisation of day to day community and other events, and attend, participate and represent the organization/project in stakeholder and settlement meetings.
- Guide and Liaise with key partners such as OPM, UNHCR, Implementing Partners (IP), LDLG (Lamwo District Local Government), and other stakeholders and ensure that their expectations are managed towards the best solutions.
- Maintain and monitor project plans, project schedules, work hours, budgets and expenditures and document and follow up on important actions and decisions emerging from project implementation.

- Provide administrative and operational arrangement, organisation and supervision of the project team members (Project Officer, Finance Officer and Community Facilitators) for the successful implementation of the activities..

### **Specific Roles:**

#### ***Project Management and Implementation***

- Organize project review and planning meetings with staff.
- Coordinate the development and adaptation of project implementation tools and approaches and ensure their compliance with ACORD-U policies and strategies, requirements of SHIFT partnership, GOU guideline and Humanitarian standards.
- Initiate project proposals/ideas within the thematic priorities of ACORD and submit to the Programme Development Coordinator for consideration on the basis of emerging opportunities and felt needs and lessons learnt from project implementation in the project area
- Develop effective relationships with all project partners and collaborators including government departments for effective and efficient project implementation.
- In consultation with the Programme Development Coordinator, ensure compliance and timely preparation and submission of project reports as defined by organizational policies and the contract signed with the donor.

#### ***Research, policy influencing, Advocacy and Lobbying.***

- Participate in settlement, district, and regional campaigns in line with the advocacy plan and other relevant opportunities from time to time.
- Take part in relevant district level researches, cross learning and trainings as part of institutional development.
- Ensure that the project understanding of the issues affecting communities is used to influence relevant policies and practices of Government of Uganda, NGOs, UN agencies and Donors

#### ***Organizational support function and representation of ACORD.***

- Represent ACORD Uganda on all appropriate fora within the project area, including all related stakeholder groups such as sector meetings in the district and at the Settlement level.
- Ensure that local/government, NGO partners and beneficiaries have clear understanding of ACORD's vision, mission, goals and programmes and strategies for its realizations.
- Identify, establish and maintain close working relationship with key stakeholders in the project area of operation including UN agencies, INGOs and LNGOs with a view of promoting learning and sharing of experiences/information; creating synergy in project planning and implementation; and creating a bigger voice on issues of common concern

#### ***Monitoring evaluation and knowledge management***

- Support the development of indicators and other relevant tools for assessing progress of project implementation
- Support the development and dissemination of good practices of our work within and outside the project area.

- Initiate the development of tools including key questions, means of verification, indicators and analysis matrix to monitor and document the results of project implementation.
- Take lead in organizing partners, community structures and beneficiaries to participate in project monitoring and evaluation processes.
- Maintain and update a data base on all project indicators and other relevant information and on a regular basis, develop a project update on project progress.

### ***Human Resource Management and Development***

The Project Coordinator shall support in planning, organising and controlling of PIN Project Human resources. S/he will familiarize self with ACORD Uganda HR and performance management policies and ensure that;

- Staff are properly guided on the project activities
- Staff are appraised
- Where need be staff are trained according to the provisions of the project
- Consolidate the Human Resource Training and development requirements of staff and submit them to the Human Resource Officer for discussion and consideration for inclusion in to the staff institutional development plan
- Ensure staff responsibilities are well-defined and understood; performance objectives are set against work plans and regularly monitored
- Ensure all staff receive regular performance reviews and ongoing supervisions and support in carrying out their tasks. And that all new staff are adequately inducted
- Day-to-day responsibility of all organizational and project assets.
- Resolve staff conflicts, supervise disciplinary actions consistent with the HR manual and promote issues of diversity and inclusivity within ACORD's actions and programs

### ***Reporting and Communication***

- Liaise closely with the Programme Manager, to ensure that open communication and feedback is received and all duties are carried out in a timely and efficient manner
- Ensure the Programme Manager is updated on all activities designated to your responsibility and any difficulties that may arise, through regular briefing and meetings
- Ensure that all project reporting is completed in a timely and accurate manner
- Ensure that all external communication (Donor) goes through the Programme Manager, Programme Development and Partnership Coordinator and approved by the Country Director or his/her delegate.

### ***General Responsibilities***

- Participate in the Sub-sector, Sector, Settlement and District meetings
- Comply with all relevant ACORD policies and procedures with respect to programming manual, human resource policy, Financial and other relevant policies
- Ensure that all transactions that might have a financial consequence are legal, taking professional advice where appropriate
- Perform other related tasks as requested by Director of Programmes, Programme Development and Partnership Coordinator, Finance and Administration Manager.

**Person Specification:**

- Degree in Social Work and Social Administration, Social Sciences or degree related to development. A Master’s Degree in any of the above will be an added advantage.
- Previous experience in working on any of the following areas: Nutrition, WASH, humanitarian management
- Must possess a working experience of not less than 3 years in humanitarian settings
- Experience in development and management of projects is an added advantage
- Competent in Windows, MS office programs, email and database experience
- Sound technical knowledge, conceptual and analytical ability, and sound judgment, adaptive and flexible capacity.
- Capacity building and training skills
- Highly motivated and with a desire to work with local communities
- Proven ability to develop and lead a high performing team.
- Excellent verbal and written communications skills
- Experience of working collaboratively with local government and NGO partners and a commitment to working through partnership.
- Ability to manage stress, work in large and multicultural teams.
- Outstanding interpersonal and inter-organisational skills
- Commitment to and understanding of ACORD’s vision, mission, values and principles.
- Able to assess social/ political situations and able to act in a diplomatic way in delicate situations

**Standards of Professional Conduct:**

ACORD Uganda and its workers must adhere to the values and principles outlined in the Organizational Code of Conduct. ACORD Uganda operates and enforces policies on Beneficiary Protection from Sexual Exploitation and Abuse, Child Safeguarding, Harassment-Free Workplace and several others. ACORD Uganda expects all Staff and Partners to Share this Commitment.

<b>Acknowledgement and Approval</b>	<b>IMMEDIATE SUPERVISOR</b> I have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position. Signature: _____ Date: _____
	<b>JOB HOLDER</b> I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional tasks from time to time that are not detailed herein. Name: _____ Signature: _____ Date: _____