

This job posting is open for Egyptian nationals only

Terms of Reference

Program Coordinator

- I. Project Title:** Consolidating Peace, Security and Stability in Africa
II. Post Title: Project Coordinator
III. Contract Duration: 2 months (February-March 2018), possible extension if project duration extended
IV. Project Duration: 1 April 2017 – 31 March 2018
V. Implementing Partner: Cairo International Center for Conflict Resolution, Peacekeeping and Peacebuilding (CCCPA)
VI. Application Deadline: 9 February 2018

VII. Background:

Despite African countries' best efforts, and that of the international community at large, not only has conflict unabatedly continued, but it has grown in scope and complexity. Moreover, the nature of conflict in Africa continues to drastically evolve, with interstate conflicts giving way to intrastate ones, which in turn had been spilling over international borders to challenge peace and security in other regions. The rise of extremism and fanaticism, precipitated by the absence of a counter-narrative from the Islamic world, presents Africa and the world with a clear and present danger.

Since 2008, CCCPA has been supported by UNDP projects funded by the Government of Japan, with the aim of strengthening its institutional capacity and providing various partners in the region with trainings to build capacities in peacebuilding and peacekeeping, border management and crisis management. Based on the achievements made and lessons learnt so far, CCCPA is currently implementing a project that aims to enhance the capacities of national and regional actors in the areas of border management, peacekeeping and peacebuilding, combating radicalism and extremism, and economic governance and management of natural resources, to ensure they have the necessary skills and knowledge for appropriate and timely responses to incidents that threaten peace and stability in Africa.

Under the direct supervision of the CCCPA Director and the Manager of Projects, the **Program Coordinator** will be responsible for evaluating and monitoring the outputs of the project activities and ensuring the timely and efficient completion of their respective activities.

Tasks and Responsibilities:

1. In accordance with the implementation plans of each output, ensure the day to day administration of the project in consultation with CCCPA Management and per CCCPA and UNDP rules and regulations;
2. Ensure compliance with project requirements and monitor progress towards completion of CCCPA activities in a timely manner;
3. Coordinate the contract administration of staff with CCCPA Management, assess their performance on a regular basis and report to Management as required;

4. Oversee and coordinate CCCPA activities with Program Associates, Finance Department and Management to ensure that they are conducted per the standards of CCCPA;
5. Assist with the management of the secretariat of the International Association of Peacekeeping Training Centres (IAPTC) and coordinate its activities;
6. Prepare project reports (quarterly and annual reports), as well as progress reports to monitor and ensure that the target participation in each project output is achieved;
7. Update and maintain CCCPA's rules and procedures;
8. Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
9. Capture lessons learned during project implementation;
10. Assist in the preparation of Terms of Reference (TORs) and supporting documents for the various activities in relation to the project;
11. Lead and maintain the implementation of the Project M&E Plan based on the project document. This will include the following:
 - a. Determine sources of data and collection methods.
 - b. Develop criteria and evaluation scheme for the project impact, benefit and sustainability.
 - c. Develop M&E tools for the project activities and outputs to measure the required indicators.
 - d. Prepare detailed M&E budget and calendar of M&E activities.
 - e. Regularly review and update the M&E plan.
12. Oversee and execute M&E activities included in the Annual Work Plan, with particular focus on results and impacts. This will include the following:
 - f. Promote a results-based approach for monitoring and evaluation, emphasizing results and impact.
 - g. Prepare consolidated progress reports for project management including identification of problems, causes of potential bottlenecks in project implementation, and providing specific recommendations.
 - h. Undertake visits to the field to support implementation of M&E and to identify where adaptations might be needed.
 - i. Facilitate, act as resource person, and join if required any external supervision and evaluation missions.
 - j. Monitor the follow up of evaluation recommendations.
13. Act as a facilitator or trainer in areas of his/her knowledge as required;
14. Contribute to the preparation of annual and quarterly workplans;
15. Ensure visibility of CCCPA and take the lead in the publication of promotional material;
16. Communicate with donors and potential partners and represent CCCPA management when required;
17. Other duties as required by CCCPA Director and the Project Manager.

Competencies:

- **Professionalism:** Demonstrates professional competence and mastery in evaluation, reporting and monitoring; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Is willing

to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- Planning & Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.
- Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.
- Information Technology: Mastery of Microsoft word, excel and PowerPoint is essential. Knowledge of other software related to M&E is a plus.

Education

Advanced university degree (Master's degree or equivalent) in Social Sciences or management is required. A first-level university degree in combination with proven experience may be accepted in lieu of the advanced university degree.

Work Experience

Two years experience as an M&E Director/Officer or Program Coordinator in training institutions and/or projects is a must. Past experience in UNDP and/or donor-funded projects is a plus.

Languages

Mastering of Arabic and English languages are required. A third language would be a valuable asset.

Assessment Method

Evaluation of qualified candidates for this position will include a substantive assessment, which will be followed by a competency-based interview with CCCPA director.

Please address applications to applications@cairopeacekeeping.org with the subject heading "**Program Coordinator Vacancy**". Applications should include a full CV and letter of motivation.

Only shortlisted applicants will be contacted.

Compensation is commensurate with qualifications and experience.

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