

**VACANCY**  
**Field project Coordinator – Health and Nutrition**

Position	Field Project Coordinator
Sector	Health & Nutrition
Duty Station	Mogadishu, Somalia
Nationality	Somali
Line of Command	<p>The Field Project Coordinator directly reports to:</p> <ul style="list-style-type: none"> <li>- the Health/Nutrition Somalia Program Manager for the daily management and monitoring</li> <li>- The Health/Nutrition Somalia Program Coordinator for all the issues related to the implementation and follow up of the health and nutrition activities</li> <li>- The Somalia Country Coordinator when required</li> </ul> <p>She/He is directly responsible for the daily management of the staff project in the field</p>
Line of communication /collaboration	The Field Project Coordinator will work closely with the Health and Nutrition Program Manager and Program Coordinator and CISP & Consortium staff on the field. She/He actively collaborate with other partners and/or UN agencies as required.
Job Summary	Together with the Program Manager and the Health/Nutrition Program Coordinator plan, implement, monitor/evaluate and report projects on behalf of CISP

**Purpose of the Role**

The Field Project Coordinator will be responsible for the implementation and coordination of the health and nutrition activities of the project in collaboration with the Health/Nutrition Program Manager and the Health/Nutrition Program Coordinator.

**Main duties & Responsibilities:**

**Planning**

In coordination with the Program Manager, ensure the implementation of the Workplan activities, including M&E activities, meetings (Consortium, partners, Clusters etc), visits to project area and facilities,

**Supplies**

- In coordination with the Health/Nutrition Program Coordinator:
  - ensure that health and nutrition supplies are available at MCHs level on a regular basis;
  - Monitor the drug and nutrition supplies transfer, storage and distribution at field level;

**Support on data collection**

- Support and supervise CISP health & nutrition staff in collecting monthly data at MCHs level;
- Together with the MCHs supervisor ensure the data collected are reliable, the project database is filled and timely sent to the Health/Nutrition Program Coordinator

### **Assessment, Monitoring and Supervision**

- Constantly monitor the health and humanitarian situation, assess needs in the project areas and propose to the Program Manager appropriate actions/intervention that could be undertaken, including design of new actions for the future.
- With the support of the Field core staff conduct ongoing monitoring of the project against objectives outlined in the project using methods and tools developed by CISP or Consortium in collaboration with the Program Manager;
- With the support of relevant stakeholders and CISP staff in the field monitor accessibility and security in the field

### **Reporting**

- provide all the written weekly, monthly and quarterly reports as required by CISP and Consortium
- In coordination with the Program Manager, organize and carry out monthly project review meeting with all targeted health facilities ensuring the involvement of local authorities and communities
- ensure monthly updates (text, pictures, voices from the field) are provided to the Program Manager for updating the website

### **Management and Supervision of field health and nutrition staff**

- Participate in the selection process of CISP Health and Nutrition field staff under his/her supervision
- Daily line manage, monitor and supervise CISP health staff effectively (MCH supervisor)
- In Coordination with the Health/Nutrition Program Coordinator provide instruction and support the H&N team in the implementation of activities;
- in collaboration with the Health and Nutrition Program Manager, organize one archive in the field bases containing technical Health & Nutrition documents, guidelines etc. Ensure the field is provided with all the relevant documents.

### **Coordination and liaison**

- Actively participate to Health and Nutrition cluster meetings in Mogadishu and provide a written summary to the Program Manager and/or the Country Coordinator
- Ensure communication and liaison with local health authorities
- Regularly liaise with the Program Manager to ensure CISP's work is coordinated and in line of the objectives of the project;

#### **Additional**

- Ensure mainstreaming of crosscutting issues including: targeting, HIV/AIDS, equality/gender, rights based approach throughout the program;
- Undertake other related duties as may be assigned by Program Manager or CISP Country Coordinator.

### **Required Qualifications, Experience and Personal Skills:**

- Health professional/Qualified health nurse with post qualification experience at hospital/health facility levels and at least 2 years management/coordination of health and nutrition projects in Somalia with National or International NGO
- Previous experience in implementation, monitoring and evaluation of health and nutrition programs, particularly in emergency context
- Strong knowledge of primary and community health care programs
- Experience of capacity building and training of the local staff, in Somalia context

- Excellent analytical and report writing skills
- Diplomatic and an effective communicator at all levels
- Supportive personnel management style and ability to manage teams
- Strong leadership skills
- Attention to details, accuracy and timeliness in executing tasks assigned
- Excellent written and spoken English and Somali;
- Ability to daily communicate and update the management core staff based in Nairobi
- Confident and proficient in the use of MS Office
- Experience of establishing strong working relationships with colleagues from different functions and cultures
- Dynamic, open-minded and creative
- Committed and accountable to the organization and the community/beneficiaries
- Attention to gender equity and crosscutting issues

**Somali women are strongly encouraged to send their applications.**

To apply, send your Application letter along with an updated CV (including 3 referent and their current contacts and email addresses) by email to: [piccoli@cisp-nairobi.org](mailto:piccoli@cisp-nairobi.org), c/c [ruberto@cisp-nairobi.org](mailto:ruberto@cisp-nairobi.org)

Applications should reach CISP not later than 10<sup>th</sup> of August 2012, 5.00 pm.

The email subject line should be marked: *"Application for Field Project Coordinator – Health and Nutrition Mogadishu"*.

Only shortlisted candidates will be notified.