

Position: Project Coordinator

Duration: One year including 3 months of probation period.

Reports to: Project Manager

Deadline for application: August 11

Location: Uzbekistan, Jizzakh region

A. Background

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991 to make the world a place without hunger, where people live together in harmony. The first community development project in Bangladesh was launched in 1992 and currently Good Neighbors is working in 192 communities in 40 countries with our focus on inclusive community development approach and child protection.

Starting 2020, Good Neighbors is planning to implement 3-year Grant Project on Women's Empowerment supported by Korean International Cooperation Agency (KOICA) in Jizzakh Region of Uzbekistan. This project aims "to expand opportunities of women's economic activities by providing Vocational Training and employment support". The intermediate outcomes and activities are as below:

- **Providing vocational training opportunities:**
 - Develop community-demand based vocational training curriculum (focusing hands-on trainings),
 - Establish vocational training center, and
 - Improve capacities of trainers of the vocational training center.
- **Establishment of employment & start-up business supporting system**
 - Develop and implement employment supporting system,
 - Provide information and technical support to start-up business, and
 - Establish network with related organizations/enterprises in the region,
- **Improving social awareness on women's empowerment and economic activities**
 - Advocate communities and family members to raise awareness on women's empowerment and economic activities through campaign/workshops/trainings

B. Key Functions

Under direct supervision of Project Manager, the Project Coordinator will provide his/her technical support for successful implementation of the project by taking key functions below:

1. Program development, management and planning

- Facilitates development of Action Plans and Implementation plan on the respective areas.
- Supports field staff in development and conducting project based activities and events.
- Provides monthly budget monitoring in close coordination with the Finance staff.
- Represents the Project in external donor, INGO and government conferences, round tables and meetings.
- Liaises with the local authorities and receive approvals on Project based activities.
- Constantly communicates with stakeholders of the project.
- Performs other duties as assigned.

2. Program monitoring and delivery of results

- Participates in monitoring and evaluation exercises, program reviews and annual project reviews with other team members and participate on preparing of results based reports for required action/interventions to senior level of the Project management.
- Ensures that all indicators and benchmarks are aligned with targets.
- Monitors and drafts reports on use of program resources (financial, administrative and other assets), verify compliance with approved allocations, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on issues identified to enable timely resolution by management/stakeholders.
- Prepares narrative progress reports for management, donors and partners in accordance to proposed reporting requirements and in timely manner.
- Documents best practice and lessons learnt and shares with Project Manager and relevant agencies.

3. Staff Management, Mentorship, and Development – Project office

- Ensures appropriate staffing within project office.
- Manages field program and supports team by defining expectations, providing leadership and technical support as needed, and evaluate reports regularly.
- Manages performance of field office staff through:
 - Effective use of the Performance Management System including the establishment of clear, measurable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations;
 - Coaching, mentoring and provide other development opportunities;
 - Recognition and rewards for outstanding performance;
 - Documentation of staff's performance which is marked as "less than satisfactory" and develop appropriate plans to improve their performance

4. Measurable Outputs and Performance Indicators

- Ensures the project budget expenditure to be in line with Program Plan and Annual Budget Plan
- Ensures quality of project implementation reports and submit within deadline.
- Staff capacity are built at the project level;

Competencies:

1. Corporate Competencies:

- Demonstrates integrity by modeling the Organization values and ethical standards
- Promotes Vision, mission, and core values of Good Neighbors International
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

2. Functional Competencies:

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships;
- Plans, coordinates and organize workload while remaining aware of changing priorities and competing deadlines;
- Establish, build and maintain effective working relationship with Project staff, partners, stakeholders and beneficiaries.

3. Knowledge Management and Learning

- In-depth knowledge on organizational vision, mission, strategy and system.

- Excellent knowledge of planning, motivating and managing of people.
- Excellent ability to identify significant capacity building opportunities.
- Excellent communication skills (written and oral):
- Ability to lead implementation of new system opportunities (business side), and facilitate staff behavioral/ attitudinal change.

4. Self-Management skills

- Holds self-accountable for making decisions and managing resources efficiently
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit
- Develops and encourages new and innovative solutions
- Demonstrate openness to change and ability to manage complexities.
- Responds positively to constructive feedback.
- Solicits feedback from staff about the impact of his/her own behavior.
- Demonstrates creativity and good skills on accurate planning.

C. Qualifications required

1. Educational & other Knowledge Background

- University Degree on Education/ Social Science/Finance/Administration/Management
- Fluency in written and spoken English, Uzbek, and Russian is required. Knowledge of Korean will be considered as an advantage
- Holding driving license and driving experience is an asset.

2. Required experience

- At least 5 years of experience on managing and implementation of projects (drafting reports, indicator and budget monitoring) in development context -with international NGOs or UN agencies;
- Experience of working in Vocational Training Centers and/or Income Generation projects
- Experience on team management including providing supervisions, capacity development of the team members and delegate responsibilities appropriately
- Experience on establishing and maintaining robust relationship with local authorities

3. Other required skills

- Excellent analytical, problem solving, conflict prevention and resolution skills.
- Excellent managing and supervision skills.
- Excellent interpersonal and organizational skills.
- Ability to work efficiently in stressful conditions with minimum supervision
- Ability and willingness to work in rural area

How to apply: Please apply via e-mail to gnt.shahlo@gmail.com with "Project Coordinator_NAME" in subject with following items as attachments:

- 1-page Cover Letter expressing your interest, specifying the position applying (word document);
- A Curriculum Vitae (Not more than 2 pages) indicating mobile number and email address (word document).
- GNUZ Application Form

Note: Only shortlisted candidates will be contacted for the next stage of the selection process.