

Field Coordinator



Summary

Nascent Solutions is seeking qualified Development Specialist responsible for supervising and coordinating all field-related activities in its 3 field offices located in Kumbo, Ngaoundere and Garoua. The Field Coordinator oversees all planning, administrative, management, reporting and representation activities of Nascent Solutions at the field level. S/he will work directly under the supervision of the Country Director.

Locations:	Kumbo, Garoua and Ngaoundere, Cameroon
Type of Employment:	Salaried, full-time
Travel:	Approximately 15% travel for field work
Reporting:	Reports to Nascent's Country Director

Duties and Responsibilities

- Ensure that all field staff in the area understand and are able to perform their roles and responsibilities related to their various components and link with the other departments
- Promote team building, productivity and staff welfare
- Mentor and support the team to build capacities, and improve efficiency and performance
- Manage interpersonal conflicts among staff at area level
- Facilitate interdepartmental communication and information sharing for a positive working environment
- Ensure implementation of Nascent's coordination mechanism at field level
- Oversee planning of activities and assignment of necessary resources for the effective implementation of field activities in an effective and efficient manner.
- Supervise technical staff in the field and provide support to project implementation through trouble shooting and eliminating blocking points
- Monitor output achievement, cash burn rates and ensure a time completion of projects through review of monthly work plans
- Ensure that relevant project information are up-to-date and available for reporting purposes
- Ensure coordination and complementarity amongst projects within the area of intervention
- Conduct periodic field visits to project sites to assess activities and ensure efficient use of resources
- Advise field staff to adapt activities according to monitoring and evaluation findings
- Ensure beneficiary feedback mechanisms are in place through regular communication with beneficiaries and meetings with stakeholders
- Ensure capitalisation of best practices and lessons learnt for projects in the area of operations.
- Identify potential local partners in the area based on an assessment of complementarity and added value

- Provide support to partners in project implementation and ensure timely and qualitative implementation of projects by partners in line with Nascent and donor requirements
- Take a lead role in implementing Nascent's country program strategy in the field area, while identifying strategic opportunities for expansion, and in particular
- Identify new opportunities and new sectors of intervention
- Consolidate and stabilize programming
- Ensure activities are relevant and meeting area/beneficiary needs
- Identify Nascent added-value
- Contribute to identifying new donors, private sector partners, national and international NGOs, think tanks, academia, etc. to work with in the area based on complementarity and added value
- Establish, maintain and improve active and regular working relationships with other NGOs, UN agencies, clusters, working groups, consortia, etc. at field level ensuring maximum visibility of Nascent
- Establish, maintain, and improve active and regular working relationships with local authorities and where necessary non-state actors and obtain required authorizations and buy-in for Nascent's activities at area level
- Lead assessment(s) at field level to ensure proposals are relevant
- Support the Country team in proposal conceptualisation within the context of the country, regional and global strategy
- Contribute to budget design ensure budget needs at field level have been taken into consideration
- Ensure accurate budget forecasting and efficient cash flow management
- Ensure timely and accurate reporting as per Nascent's country work plans
- Minimize risk of fraud and corruption by ensuring adherence to Nascent procedures
- Analyse the security context at field level and in close collaboration with management and local stakeholders
- Engage with relevant key stakeholders at area level to ensure access and support of interventions
- Address security and safety risks by implementing standard operating procedures defined for the area
- Ensure the offices and houses conform to recommended security, health and safety standards
- Ensure all staff in the area adhere to security procedures

Qualifications

- Master's degree in a relevant field such as International Development, Sociology, Education, Management, humanitarian programming, and or a related field
- Fluency in English and French (will be tested)
- Minimum of 7 years of extensive project management experience (management, planning, staff development and training skills) in emergency and/or development programmes.
- Experience in managing food aid programs
- Demonstrated ability in staff team building, developing positive working relationships among staff and with external stakeholders.
- Proven capabilities in leadership and management required

- Ability to work well and punctually under pressure
- Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms
- Knowledge of local language and/or regional experience is an asset
- Excellent verbal & written communication skills
- Exceptional organizational and supervisory skills,
- Self-motivated, possessing high standards of ethics,
- Personal integrity, honesty, trust worthy and respectful
- Ability and willingness to travel

About Nascent Solutions

Nascent Solutions (Nascent) is a US-based 501(c)(3) non-profit international development organization. Its mission is to enable vulnerable people, especially women and children in rural Africa, to develop skills for self-sufficiency. The organization's areas of focus are food security and nutrition, health, literacy and skills development, and gender equity.

How to Apply

Please submit a CV and cover letter to: Apply@nascents.org

Closing date for applications is December 3, 2018, but candidates are encouraged to apply early as we are looking to fill the position quickly.