



Job Description

Position	County Coordinator, Nilinde	Grade	
Department & Location	Programs, Nilinde Project - Nairobi	Date	March, 2017
Duration	3 Years Fixed Term Contract		
Reports to	Senior Technical Advisor		
About Plan	Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it is girls who are most affected.		
Purpose	The purpose of the County Coordinator position is to support Nilinde, in coordination and oversight of Service Delivery Partners (SDPs) in implementation of the project.		

Dimensions of the Role

S/he shall be Nilinde's first point of contact for a select number of SDPs on all programmatic, monitoring, evaluation, reporting, and operational support issues. The County Coordinator will thus play a key role in the project's capacity building agenda, by providing hands-on support to SDPs in their assigned counties. Working under the direct supervision of the Senior Technical Advisor. In partnership with technical staff, the incumbent will ensure that SDPs are oriented on the Nilinde standards (technical and monitoring & evaluation) and implement their respective scopes of work (SOW) according to the standards, timelines and targets provided.

Key areas of accountability:

In performing these duties, the County Coordinator will specifically:

A. Support and Mentor Service Delivery Partners

- **Assist SDPs** to: (1) Develop, implement, and report on their respective work plans; (2) Engage effectively with the Department of Children Services (DCS) and the County Government; and (3) Link with and leverage ongoing initiatives for vulnerable children and households.
- **Work with technical leads, M&E coordinators, Capacity development unit and the Grants Unit** to (1) Roll-out key guidance for service delivery and reporting; (2) Participate in the development and implementation of SDP capacity assessments and capacity building plans; (3) Coordinate technical trainings and other capacity building initiatives; (4) Provide technical Assistance and tailor made support to SDPs as need arises and (4) Ensure timely follow up and feedback on all technical, financial and management concerns raised by both technical leads and SDPs.
- Provide regular **support supervision** to SDPs through monthly site visits – ensuring that program implementation is in line with the approved SOW and Nilinde standards. This include: being proactive in identifying potential issues affecting the quality of service delivery and working with the Technical Leads to develop strategies for mitigation and support.
- Ensure smooth coordination of the OVC activities as per the work plan and ensure that all the OVC and Households enrolled under the programme are accounted for.



B. Build and strengthen partnerships with key stakeholders - especially GoK

- Serve as the primary **point of contact for SDPs and GoK** for all project-related initiatives and correspondences within a given county.
- Establish and support meaningful partnership between Nilinde and DCS, County Government and other agencies, including but not limited to: Education, Health, Agriculture and Youth. This includes ensuring (1) Regular communication; (2) Joint-planning and review meetings; (3) Timely intervention/ resolution of emerging issues at the county level; and (4) Effective representation of Nilinde in county, sub-county TWGs, and stakeholder forums.

C. Coordinate and support Household Economic Strengthening interventions

- Collaborate with the HES technical team to provide support and operational leadership and direction in the implementation of HES interventions in the county.
- Liaise with technical leads to supervise and ensure quality assurance as far as delivery and performance of HES component of Nilinde in the county.

D. Support work planning, monitoring, evaluation, research & learning among SDPs

- **Organize monthly and quarterly review meetings** at the county level to promote joint-reviews and planning, shared learning, and linkages for cost-effective and efficient programming.
- **Review monthly reports** from the SDPs to validate information, and track progress against targets and activities in their approved work plan using systems developed by the Nilinde technical leadership team.
- Develop **program performance reports and portfolio performance reviews** in collaboration with Technical Leads, M&E and Grants units.
- Collaborate with the Learning and Knowledge Management Officer, in **documenting and sharing of best practices, lessons learnt and success stories**.
- Support and ensure timely submission of monthly narrative reports from SDPs and coordinate delivery of feedback from all technical leads and M&E.
- Coordinate the development, review of SDP costed work plans.
- Collaborate with grants unit & other relevant departments to ensure timely response to Service delivery partners on costed work plan & budget queries raised by management, finance counterparts and program teams.
- Undertake **any other relevant duties as assigned** by supervisor or management that enhance Nilinde's core output areas.

Key Requirements to Achieve Role's Objectives:

Education, Knowledge & Experience

- Minimum degree qualifications in social science, education, community development or equivalent.
- Master's degree is an added advantage.
- 3 -5 years' experience managing community development programs with emphasis on OVC programming or HIV and health programming.
- Two years' experience in working with USAID-funded Programmes.
- Demonstrated experience managing work plans and budgets.
- Good community mobilization skills



- Ability to prioritize work according to importance and deadline while meeting conflicting work demands.
- Possesses initiative, patience, tact, and able to work with minimum supervision and under pressure
- Demonstrates adaptability and flexibility in all aspects of working
- Strong organizational, interpersonal and communication skills
- Understanding of rights based approaches and participatory concepts and practical experience in similar context.
- Sensitive to issues affecting children and committed to Plan Kenya's Child Protection Policy
- Strong documentation and report writing skills
- Experience of and commitment to working through systems of community participation and accountability

Behaviours

- **Striving for high performance:** plans and commits to deliver quality outputs in each aspect of their work.
- **Decision making and risk management:** Sound judgement and decision-making in complex situations; alerts others to risks inside and outside the program.
- **Self-awareness and resilience:** Remains calm and positive under pressure and in difficult situations; plans own learning and development; aware of impact on others and adjusts own behaviour accordingly; has a positive impact on those around them.

Skills

- **Understanding and experience of working with PLWHIV and vulnerable communities**
- Supports implementation of gender and culturally sensitive health services among the target population
- **Ability to transfer knowledge:** supports staff to deliver program services and support according to the approved work plan, standards and timelines.
- **Strong report writing skills:** ability to identify the key elements and criteria of writing quality reports. Capacity to produce accurate, consistent, high standard reports for the project in compliance with donor standards.
- **Communicates with influence:** Demonstrated effective interpersonal communication skills, including conflict resolution and negotiation skills community consultation skills and an ability to prepare accurate and detailed documentation.
- **Building effective teams and partnerships:** Acting as a team leader as well as player, even if this results in adjustment of own priorities; develops mutually trusting relationships with complex partnerships to deliver excellent project outcomes.
- **Proficiency in computer skills:** including Microsoft Office and working knowledge with different computer programs, both computer and web-based.

Values

Commitment to Plan Values.

Physical Environment and Demands:

Field based with frequent travel (50%) in field monitoring/implementation within designated PU area of operation. The operating environment is characterized by conditions that may make it



difficult to access the communities. The incumbent will use **the motorbike as the primary mode of transport for the frequent visits to the Field sites**, guided by the fleet policy.

Level of Contact with Children:

Medium: Frequent interaction with children

Signatures:

Signature of Employee & Date

Signature of Supervisor & Date

******* END OF JOB DESCRIPTION*******