

Terms of Reference For Executive Program Coordinator

INTRODUCTION

Under the supervision of the Executive Director, the Executive Program Coordinator will provide overall leadership, management, and technical guidance to the Program Department of the organization. He/she will ensure the achievement of program objectives and delivery of program outputs across all programs in close collaboration with IREDD's Program Officers. The Executive Program Coordinator will serve as the immediate deputy to the Executive Director and is required to always provide technical and administrative support. The Program Manager will report to the Executive Director.

SCOPE OF WORK

The primary duties of the Executive Program Coordinator will include:

- Provide technical guidance to IREDD's programs and their partners, identifying and addressing key issues, harmonizing technical objectives and approaches, formulating guidelines for the participatory, identification, demonstration, testing/adaptation and replication of sustainable concepts and programs.
- Prepare and monitor the annual Work Plans and budget of each program based on proposed, annual national work plans and budgets, and adhere to approval processes as stipulated in the Financial and Administrative Procedures. This will include working with relevant departments or sections for timely preparation and implementation of TORs, procurement, monitoring, participation and training plans;
- Provide overall technical and management guidance to various Program Officers in the execution of IREDD's program vision while ensuring quality and timeliness of project execution;
- In consultation with the Executive Director, plan the recruitment and supervision of experts/contract institutions as may be required to undertake tasks that may be needed;
- Ensure effective liaison and maintain good communication with partners and other stakeholders including the Board of Advisors where necessary;
- In consultation with the Executive Director, draft contracts for selected partners, for approval by the Board, and supervise work, including contracting for technical support across all programs;
- Maintain records, with support of the Finance and Administrative Manager, on technical and financial aspects of project operation, including monitoring of project activities and their outcomes; as well as minutes, decisions and recommendations of meetings and workshops for support and guidance of Executive Program Coordinator;
- In consultation with the Executive Director, organize staff meetings and other inter-country activities with guidance of the Executive Director. This may include workshops for sharing experiences on thematic issues and exchange visits among stakeholders and to project sites, in accordance with the annual work plan;

- Provide suggestions on harmonizing strategies, policies, and regulatory measures with a view to mainstreaming sustainability in program ecosystems management and in developing synergies among program officers.
- Disseminate relevant documentation and experiences to program team and partners, building from experiences in other programs;
- Prepare timely and quality project progress and implementation reports for submission to the Executive Director in accordance with reporting procedures;
- Synthesize successful results and prepare and disseminate reports and guidance on best practices and approaches and incentive mechanisms for their wider replication and use.

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• **DURATION, LOCATION AND NATURE OF APPOINTMENT**

- The appointment is a performance driven post and will be for 2 years subject to reviewal. The Executive Program Coordinator will work from Monrovia and travel as required;

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• **QUALIFICATIONS**

- The Executive Program Coordinator will be recruited competitively following announcements in public media and on social media platforms, and will have the following qualifications:
 - At least 5 years working experience in NGO sector with specialized skills in programming and administrative responsibilities expertise;
 - A Master degree or its equivalent in any field of development including natural resources management, social sciences, public administration, politics or related fields;
 - Extensive experience in the management of complex projects at national and regional levels;
 - Strong management skills including ability to provide strategic guidance, technical oversight, mentor staff, build strong teams, develop workplans, and manage budgets and project expenditures;
 - Good multi-cultural and interpersonal skills with experience in networking with partners at all levels (ministry, donors, private sector, NGOs and local community-based organizations);
 - Experience working with or in international and donor organizations with implementation of participatory projects;
 - Proven written, analytical, presentation and reporting skills and demonstrated computing skills;
 - Fluency in spoken and written English;
 - Experience working in Liberia, and the African region at large;