



Job Specification: Programme Coordinator

Department:	Programmes
Scale:	Grade 8
Line managed by:	Programme Development Manager
Responsible for line managing:	N/A
Location:	Syria

MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity.

People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

MAG's Values. Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

DETERMINED - we work with purpose

EXPERT - through excellence and expertise we build trust

INTEGRITY - we strive to do the right thing

COMPASSION - people come first in everything we do

INCLUSIVE - we are inclusive, and we value diversity

Job Purpose:

To provide in-country grant administration and partner management as directed by the Programme Development Manager (PDM). To produce high quality funding proposals and reports for approval and managing partnership at country level. Act as the supportive personnel in-country to the PDM, to respond to the donors' requirements, HQ strategic partnership team, local partners and coordination bodies.

Job Description

Partners Related Activity

- Lead, in conjunction with the PDM, in creating and maintaining relationships with local and international partners and other parties as required, through conducting regular meetings, monitoring, and field visits.
- Support the partnership assessment process, including the conduction of Due Diligence process, to identify and select the programme partners.

Grant Monitoring

- Ensure day-to-day monitoring of grants, contracts and partnership according to work plans agreed by the Programme Development Manager.
- Support the PDM to provide timely and accurate information, analysis and reports on current grant and proposal status.
- Gather and verify inputs for reports from in-country colleagues and MAG HQ for grants, ensuring consistency and collation in timely manner.

- Ensure the monitoring of contracts and MoUs, and monitoring the progress of projects conducted by grantees of MAG. As directed by the PDM to provide relevant support to local grantees to ensure that contractual obligations can be fulfilled.
- Support the safeguarding and Complaints Coordinator in managing the programme Community Feedback Mechanism (CFM), to ensure the programme activities are accountable to the communities we serve.

Information Management

- As guided by the PDM, work closely with the information management team to ensure that the dataset of programme activities and outputs are monitored on a monthly basis.

Business Development

- As guided by the PDM, the Programme Coordinator will support the production of donors reports and proposals and submit them on time.
- Support the PDM in providing relevant materials, case studies, photographs, events and media contacts in line with MAG's corporate profile.
- Ensure the Coordination and collection of accurate information and drafting of high-quality funding proposals and reports for submission to MAG HQ for approval, as directed by the PDM, using the Proposal Monitoring Form (PMF) system.
- Collate inputs for concept notes and proposals from relevant colleagues ensuring consistency and collation for submission to HQ and in-country PDM
- Support the PDM in the planning and hosting programme visits by MAG staff, donors and partner agencies

Gender Initiatives and Referral Mechanism Management.

- In collaboration with HR team, lead, train, and monitor the gender equity, diversity, and Inclusion (GEDI) initiatives and activities in the programme, and report the achievements to the related donors .
- Work as the country focal point on GEDI
- Lead, train, track, and report the programme referral mechanism, in collaboration with the PDM, technical Operations Manager (TOM), and Community Liaison Manager (CLM), along with the CL team.
- Work as the country's focal point for Referrals.

All staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Experience and Knowledge

- Experience of developing and supporting projects
- Knowledge in reporting and concept notes
- Experience working with partners
- Experience of work relating to mine action
- Experience of managing community feedback mechanism and referral pathways
- Ability to work with local and international organizations and partners

- Good knowledge of information management and read excel dataset

Skills

- Excellent representation and conversation skills
- Project design and planning skills
- Writing skills
- Research skills
- Commitment to humanitarian and capacity building principles
- Ability to read budget
- Awareness of relevant security issues in project design
- Excellent organisational skills with the ability to coordinate activities
- Good communication, numeracy and IT skills (e.g. Word/Excel)
- Ability and willingness to undertake routine and multi administrative tasks
- Fluent in Arabic and English

Signed employee:	Date:
Signed manager:	Date: