



|  |                            |
|--|----------------------------|
| <b>Job title</b>                       | <b>Area coordinator</b>    |
| <b>Department /Field of experience</b> | Department of social works |
| <b>Role type</b>                       | National                   |
| <b>Travel involved</b>                 | In-country                 |
| <b>Duty post</b>                       | Kumba                      |
| <b>Length of Contract</b>              | 12 months                  |
| <b>Salary</b>                          | Competitive                |

### **Job Description/Scope of work**

The area coordinator will be responsible in ensuring effective and efficient coordination and implementation of AMEF programs/projects and activities in the targeted areas through developing work plans and budgets with clear priorities including identifying opportunities for project improvement for them to be realized. Therefore the area coordinator will be coordinating and ensuring smooth implementation of and adherence to logistics, human resource, administrative and security procedures and provide operational support to the programs/projects of AMEF.

### **Responsibilities**

- Monitoring/coordinating of AMEF project activities and lead the implementation efforts in the project areas.
- Monitor, gather and document relevant data concerning the status and progress of program/activities implementation and implementing AMEF archiving methodology in coordination with the finance officer and logistic officer.
- Facilitates smooth coordination and effective complementation of AMEF programs and activities.
- Supervise/oversees and manages the day to day operations of his/her team in the targeted area.
- Facilitates planning sessions to brainstorm and agree on strategies to manage situations/people based on reports, activities etc.
- Facilitate commitment setting conducts capability building activities that include; training, team building, coaching, mentoring, task demonstration, peer sharing, etc.
- Guides AMEF in criteria setting, project prioritization, writing new projects, resolving issues, managing conflicts and emotions arising from decisions.
- Responsible for ensuring the development of all staff and identifying needs and resources.
- Ensure effective representation of AMEF to local authorities, other NGOs, other forums providing accurate context analysis to senior management and program and support teams.

### **Qualifications/competence**

- a.) University degree in social sciences, social work, community development, project management, development studies and business administration.
- b.) 2 to 3 work experience in project management, community organizing and community development, supervisory and monitoring capacity and in the humanitarian sector.



- c.) Demonstrate competence in contract management, excellent understanding of project management cycle and project planning and implementation.
- d.) Good computer knowledge in Microsoft office (word, power point and excel).
- e.) Fluent in English
- f.) Good inter personal and communication skills.
- g.) Good leadership skills in areas of team building, training, coaching etc. and in dealing with local authorities, community members and local partners.
- h.) Results oriented and innovative in program/ project implementations.
- i.) Ability to work under pressure.

All positions are fully open for one year with possibility of renewal based on available funds Send your CV and cover letter to [human\\_r@ameffoundation.org](mailto:human_r@ameffoundation.org). The subject should be the **position you are applying for. Deadline for application 20<sup>th</sup> January 2021.**

**Thank you in advanced for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted **two (2)** days after the deadline, consider your application unsuccessful.**