

## Field Coordinator x2

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Company: People In Need

Location: Mongu

Category: other-general

**Location:** Mongu (with frequent visits to project locations in Senanga or Sikongo district)

**Contract duration:** (2 months - with possibility of extension)

**Start Date:** (As soon as possible)

**Line Manager:** Project Manager

**Application deadline:** (Applications will be processed on rolling basis. So application can close anyday depending on the volume of applications received)

**Basic Salary:** competitive-(to be shared in the first step of recruitment)

### **Introduction:**

People in Need (PIN) is a non-governmental, non-profit, international organization founded in the Czech Republic in 1992. PIN started its operations in Zambia in the Western Province in 2017. Since then, it has been working within nutrition, health, WASH, and livelihoods sectors to improve the lives of vulnerable groups and promote good governance by engaging Civil Society Organizations in local and national advocacy initiatives. With the growing incidence of natural disasters and anticipated surge in refugee arrivals, PIN Zambia provided humanitarian aid and early recovery support to refugees in North-Western Province and the most vulnerable farmers in Western Province. During the worldwide pandemic, PIN Zambia helped to prevent and mitigate the impact of Covid-19 by improving water, sanitation and hygiene practices in rural and urban communities and health facilities.

### **Project Summary:**

The project titled **Emergency Nutrition Response** is an 8 months project funded by UNICEF. The project is being implemented in Sikongo, Senanga and Sioma districts by PIN Zambia. The main objective of the project is to **reduce mortality and morbidity rates in children under the age of 5 years due to malnutrition caused by the prolonged dry spells experienced in the stated districts.** This will be achieved through building the capacity of district health system on prevention and management of wasting and nutritional oedema (acute malnutrition) in infants and children under 5 years as well as providing necessary supplies for the treatment of malnutrition in health facilities.

### **Scope of Works:**

Under the direct line management of the Project Manager, the Field Coordinator (FC) will be tasked to implement project's activities with a special emphasis on nutrition element of the project. FC will be responsible for tasks focused on community outreach, supervision of supported health facilities, training delivery and supervision of community mass screenings and GMP sessions as well as other direct field work with the target communities and project stakeholders.

The FC and his/her team will work closely with health workers, community health volunteers as well as representatives of Ministry of Health (MoH) to ensure the needs of the final beneficiaries (pregnant and lactating women (PLW), children under 5) are addressed. Moreover, the FC will ensure that timely collection, analysis and reporting of project indicators are followed take place. The FC will closely work with the project officer and PM, as well as other PIN staff. Also, he/she will attend all relevant meetings with ministries and donor of the intervention to discuss any issues arising during the programme implementation.

## **1. Tasks and Responsibilities**

### **a. Project Implementation Support**

Direct implementation of the project and its activities under the supervision of and guidance from the Nutrition Project Manager

Under the guidance of PM implements activities with special focus on the project's nutrition component

Participates in internal weekly coordination meetings with the PIN team led by the PM,

Works in line with PIN sectoral guidelines, internal procedures and donor requirements

Together with the PM, participates in the meetings with relevant MoH

Informs stakeholders, partners and the project team about relevant project information

Coordinates and liaises with community leaders, MoH on health facility and district level, community health volunteers (CHVs) or any other relevant stakeholders

Responsible for supporting the implementation of IMAM components, incl. Community Outreach (mobilization, active case finding, data collection, community dialogue, CFRM), Outpatient treatment of SAM cases without medical complications, Inpatient treatment of SAM cases with medical complications; and, Management of moderate acute malnutrition (MAM)

Identify and address any issues arising during SAM and MAM treatment delivery (including referrals, admissions, treatment and follow-ups)

Conduct technical support to health staff and CHVs

Support data collection and audits

Monitor MMS, MNP, and RUTF supply in health facilities

**b. Administrative Support & Archiving**

Leads on and coordinates on standardized project forms (e.g. attendance sheets).

Ensures that the team uses the standardized forms with correct logos.

Maintains and organizes up-to-date hard and electronic project files (ELO and SharePoint) for easy access and retrieval Maintains and organizes project photos.

Ensures safekeeping of confidentiality of sensitive materials.

Creates and maintains files of correspondence/documents and electronically received information and ensures up-to-date filing.

Supports PM in writing official letters and invitations

Takes minutes of regular team meetings

Keeps track of project schedules/deadlines and informs the team accordingly.

Supports PM in maintaining contact with stakeholders.

**c. Monitoring**

Support PM with project reports development

Ensures that tracking of monitoring data from project communities

Participates at project review meetings

Collects all relevant data and indicators in the field and cooperates closely with PM and MEAL Unit

Regularly track IMAM data from community – health facility – District Health Office and ensures regular data collection and reporting of project indicators in the allocated target facilities takes place

Conduct at least monthly monitoring visits to each target health facility to monitor the environment of SAM and MAM treatment delivery

Timely submit reports and data as requested by PM

Ensure a functional and responsive CFRM is in place in both health facilities and target communities

**d. Finance Support**

Prepares cash advances and clearances. Ensures that no data, receipts or attendance sheets are missing, all forms are filled in correctly, and calculations are done correctly. Ensures that correct BLs are used and that correct and full descriptions appear on the documents.

In case of distributions, he/she ensures that distribution sheets and cover sheets are filled in correctly.

**e. Communication & Visibility**

Informs in advance and involves Communication staff to the project implementation

Generate regular photo documentation of the project implementation and store the media files on Canto

Support PM and Communications Officer in collection of information for communication and promotion purposes (Facebook, PIN webpage, newsletters etc.)

f. **Logistics and Procurement**

Informs in advance and involves Procurement Unit to the project implementation

Assists with project related Procurement

Supports PM in development of Purchase Request

Submit weekly transport requests to PM based on the work plan

Support PM in submitting purchase requests

As requested, support PM during procurement procedures

g. **Safety and Security**

Assess safety and security situation critically and make informed decisions to protect project team and beneficiaries

Inform and consult with Project manager immediately about any serious security issues affecting the project and team

h. **Accountability and Safeguarding including Prevention of Sexual Exploitation, Abuse and Harassment (SEAH)**

Carry out the duties in accordance with the PIN Code of Conduct and Key policies

Participate in training and awareness raising (CoC and KP, Safeguarding...)

Support the project manager in the implementation of Safeguarding measures throughout the project cycle

including risk analysis related to SEAH and Child protection at the project/program level and develop a

mitigation plan accordingly.

Create and maintain a fulfilling and protective environment

**Others:** as delegated by the supervisor

## **Requirements**

### **Required Skills,**

2 years of experience in Nutrition/Health programmes

Good communication and interpersonal skills

Professional qualifications in Nutrition or related field

Past experience working with NGO will be an added advantage.

### **Experience and Behavioural Competencies:**

Ability to observe and provide feedback on the activities

Must be able to Ride a motor bike with valid license

Ability to collect and analyze data

Excellent reporting skills

Commitment to and understanding of PIN's aims, core values and principles

Fluency in spoken and written English and Silozi languages

Good administrative skills, computer literate (working knowledge of MS Office)

Self-starter and motivated, ability to plan and organize work independently

Ability to work under pressure and react accordingly to evolving context/situation

Experience using mobile data collection tools (such Kobo toolbox)

People in Need is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct and committed to promoting the welfare of children and adults with whom

People in Need engages /is in contact with. People in Need expects all staff to perform job duties and responsibilities in accordance with People in Need Code of Conduct and key policies (available at: ). People in Need Staff will undertake the appropriate level of training.

**All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. (we will require your police clearance at some stage, which you should already have)**

Are you interested in joining us? Please apply in the link below. Send us your CV which includes the contacts on your referees. Ideally, we need the name and email of your two previous line managers and one of HR.

Please note that PIN never ask for exchange of material, services or money for employment.

### **Benefits**

24 annual leave per year

Contributions of Health Insurance (Nhima) as by Law.

Accident insurance for all injuries during work time.

National pension scheme contributions as by law

Extensive Capacity Building program, both internal and external trainings - Induction training.

internal online opportunities, such as access to e-learning platform and webinars

Month contribution for phone tariffs

Annual Staff retreat

International environments with opportunities to learn from other country programs

Paternity leave of 5 days and maternity leave of 14 weeks

Breastfeeding breaks for nursing colleagues

Per diem for working and sleeping outside of duty town depending on the location.

Friendly and fair environment in small collective structure where everyone knows each other.

We have lunch break with meals available at the office (Mongu Office)

2 health breaks per day.

Salaries are according to People in Need Salary scale and shortlisted candidates to be informed about the salaries.

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