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**Position:** District Coordinator (DC)

**Programme:** Irish Aid Local Development Programme

**Responsible To:** Programme Coordinator

**Location:** Based in Mbala (1)

**1. Purpose:**

The District Coordinator of the Self Help Africa implemented Irish Aid Local Development Programme (IALDP) has the responsibility of ensuring successful implementation of the programme through effective partnerships with identified local authorities, government departments and civil society organisations. The District Coordinator will be responsible for ensuring that programme activities are well planned, monitored and implemented in order to achieve the set objectives. They will also be responsible for strengthening the planning and implementation capacity of local councils and sub district structures.

**2. Accountabilities & Responsibilities:**

**Programme Implementation**

1. Work in close liaison with SHA Programme Coordinators and provide technical input into the delivery of the IALDP,
2. Work closely with partner organisations (sub grantees) to ensure thorough and timely preparation of programme activity and financial reports as well as partner compliance with SHA and Irish Aid reporting regulations,
3. Provide technical support to staff and farmers on sustainable agriculture and rural livelihood improvement initiatives including organisational development of farmer groups, introduction of new farming technologies and ensure linkages to food security and nutrition in all programme activities,
4. Work closely with the District Planner and the District Development and Coordinating Committee (DDCC) and particularly the Planning subcommittee in the development of District Annual Investment Plans and implementation,
5. Work with the Provincial Planning Unit (PPU) in developing the plans and ensure that they are in line with National and Provincial priorities,
6. Ensure that Irish Aid priority issues of HIV, Gender, Governance and Environment are addressed across all programme activities,
7. Ensure that the IALDP project collaborates and networks with other stakeholders, such as Government ministries and departments, NGOs and private sector organisations.

**Capacity building and Monitoring and Evaluation**

* Provide functional counterpart technical assistance to local councils and Ward Development Committees in planning, selection and execution of community initiated projects through the District Strategic Plans,
* Support the local authorities and the DDCCs in the formation and strengthening of the Area Development Committees,
* Financial monitoring with regards to programme implementation and follow up on audits,
* Support implementing partners in the development of project work plans and implementation schedules for the delivery of agriculture and livelihoods improvement initiatives,
* Plan and facilitate appropriate training for field staff to enhance delivery of programme activities,
* Plan and host partner coordination meetings and learning forums,
* Facilitate Monitoring and Learning by ensuring that effective mechanisms are in place so that the projects monitors activities and outputs (including community led monitoring,
* Support the team and partners with identification and documentation of key lessons.

**Representation**

**•** In coordination with the IALDP Programme Coordinator and the Country Director, represent the programme at district levels; to donors, local and government authorities, other NGOs, and any other parties as required.

**3. Pre-requisites**

In order to succeed in this role, it is expected that the applicants will have:

* A minimum of Graduate degree in the field of agriculture. A relevant Masters would be an advantage,
* A minimum of 5 years’ experience at senior level in a similar position/ environment with excellent management skills preferably. Past NGO experience not a must but will be added advantage,
* High level skills and experience in facilitation and report writing,
* Demonstrated experience in Participatory Rural Appraisal methods,
* Ability to work in partnership with other NGOs as sub grantees and implementing partners where you are not line managing project staff: diplomatic, supportive (including coaching) but clear on expectations of good practice and dealing with performance issues,
* Computer literate with experience in using Microsoft Office suite (primarily Word and MS Excel),
* Excellent English language skills. A good communicator. Fluency in some of the following local languages: Bemba , Namwanga,
* Experience in working with local authorities such as District Councils will be an added advantage,
* Knowledge of the NGO sector in Zambia,
* Excellent verbal, analytical, and organizational skills,
* Integrity and high standards of personal conduct,
* Clean driving licence.

**4. Key relationships:**

* Programme Coordinator,
* SHA’s Country Director, Head of Programmes and other SHA Programme Coordinators,
* Chief Planning Officer at the provincial level and officers in District planning units,
* External stakeholders and other CSOs working in the target areas.

**5. Area of Responsibility:**

Programme Management.

**6. Obligations:**

It is expected that the Programme District Coordinator will:

* Carry out these accountabilities within the operating and process frameworks that apply to the whole of Self Help Africa organisation and to Irish Aid principles,
* Work together with all key stakeholders: line and functional to ensure Irish Aid objectives, mission and vision are met,
* Exemplify the Self Help Africa Standards of Integrity, Purpose & Values.

This Job Description only serves as a guide for the position available and SHA reserves the right to make necessary changes.

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