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| **ROLE: CVA/FSL Project Coordinator** |
| **TEAM/PROGRAMME:**  | **LOCATION: NWAO - Kyiv** |
| **GRADE**: 3B | **Contract till 31/12/2025** |
| **Child Safeguarding: LEVEL 3**Level 3: the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/ vetting process staff. |
| **ROLE PURPOSE:** The Cash and Voucher Assistance / Food Security & Livelihoods (CVA/FSL) Project Coordinator is responsible for the day-to-day implementation of thematic activities/projects supporting affected families and children to basic needs and sustain their livelihoods livelihoods in ways that strengthen the protective environment for children. The position will oversee the FSL/CVA program in the North-West Area (Kyiv-Chernihiv). The Coordinator will report to the Head of Program.Key thematic interventions in North Area include Cash-Based Transfers (MPCA, Cash for Protection, Livelihoods re-Activation Grants and others) and Livelihoods (Employability, Micro Businesses, agriculture and others). The position will develop productive coordinationwith stakeholders, including local authorities, NGOs, Clusters, and communities. The Coordinator will support in the design and implementation of CVA/FSL quality programming through needs assessments, contributions to program design, and other related efforts. |
| **SCOPE OF ROLE:** **Reports to: W**NAO Head of Programmes with functional links to the CVA/FSL TA.**Staff directly reporting to this post:** no.  |
| **KEY AREAS OF ACCOUNTABILITY:****Program Implementation*** Facilitate quality thematic interventions as per the methodology designed for each FSL/CVA intervention in the area.
* Coordinate the implementation of all FSL/CVA support-related activities and input deliveries in coordination with MEAL, Awards, Supply Chain, Finance, Partnerships, and other support-related structures within SCI.
* Supervise the project team to plan, implement, and monitor sub-thematic activities focusing on needs-based targeting. Collaborate with MEAL and the FSL and CVA Advisors to establish quality benchmarks and evaluation methodologies.
* Ensure that the execution of activities complies with donor requirements and SCI’s policies, SOPs, and procedures.
* Ensure that project assets and resources for target populations are properly handled, stored, transported, distributed, tracked, fully accounted for, and reported in accordance with donor and SCI requirements.
* Support the Head of Programs and FSL and CVA TAs in improving targeting, timeliness, and quality of FSL/CVA assistance.
* Visit target communities regularly to gain understanding and experience, determining the most feasible FSL/CVA modalities for assistance.
* Facilitate competency profiling and develop/contextualize training resources on Employability and Enterprise Protection.
* Manage and maintain project tools such as technical proposals, LogFrame, Workplans, Budgets, and agreement contracts with partners and beneficiaries.
* Support efforts to standardize and optimize FSL/CVA operational procedures by providing coherent feedback from real-world implementation.

**Team Management*** Coordinate the FSL/CVA team, ensuring they have clear performance objectives and receive meaningful feedback on their performance regularly.
* Manage day-to-day team operations to achieve program goals and objectives, including Leave and Time management (planning, approval of leave requests, time/attendance sheets approval process), and handling disciplinary issues in cooperation with HR.
* Regularly assess the development needs of the FSL/CVA team and recommend capacity development sessions together with the FSL and CVA TAs.
* Ensure safeguarding standards are understood and met. Ensure SCI and partner staff comply with Save the Children’s Child Protection Policy.
* Support the recruitment of FSL/CVA staff when required in accordance with Save the Children Ukraine HR policies and procedures.
* Coordinate capacity development with project staff to ensure competency levels that enable quality performance.

**Coordination*** With the support of the FSL and CVA TAs, develop productive working relationships with local and national enterprises, (I)NGOs, CSOs, Chamber of Commerce, and other key stakeholders to enhance quality program implementation and advocacy, and research initiatives.
* Ensure SCI presence on relevant coordination platforms in the area, such as Sub-Clusters, forums, and others.
* Participate in regular FSL/CVA coordination meetings.

**Reporting*** Develop inception, monthly, quarterly, and final reports as per donor requirements and formats.
* Update budget spending tables monthly.
* Provide the SCI team with continuous feedback on project status and contextual changes, including supplying complete and accurate data to national and global products such as FSLC 5W (activity info), internal and external narrative reports, and reports to donors.
* Contribute to formalizing and optimizing internal tools and procedures, including SOPs, practices, research papers, and others.

**New Business Development*** Provide regular FSL/CVA needs overviews and updates on contextual changes to develop tailored FSL/CVA interventions.
* Support coordination and positioning efforts to sensitize the wider population about SCI FSL/CVA programming, including modalities, operational or product innovations.
* Support the execution of sectoral assessments and dissemination of the findings.
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| **SKILLS AND BEHAVIOURS (our Values in Practice)****Accountability:*** Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same.
* Widely shares their personal vision for Save the Children, engages and motivates others.
* Future orientated, thinks strategically and on a global scale.

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
* Values diversity, sees it as a source of competitive strength.
* Approachable, good listener, easy to talk to.

**Creativity:*** Develops and encourages new and innovative solutions.
* Willing to take disciplined risks.

**Integrity:*** Honest, encourages openness and transparency; demonstrates highest levels of integrity.
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| **QUALIFICATIONS AND EXPERIENCE****QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:****Qualifications/Accreditations:*** Bachelors degree in Business Administration, Economics, Agriculture, law or in other relevant field. Masters Degree is an advantage.
* Minimum 4 years of experience, out of which 2 years in NGO.
* Excellent understanding of the local market, economies, vulnerabilities and government agricultural and employability programmes.
* Understanding of Cash and Voucher Assistance and Food Security and Livelihoods programming.
* Experience in project management and coordination within the NGO including working in partnership with local NGOs.
* Proven experience managing budgets over half million USD or high value reposnibility that require careful planning and forcasting of expenses.
* Understanding of NGO work and humanitarian needs in the country
* Experience developing and delivering trainings.
* Experience to identify problems and develop appropriate solutions.
* Strong relationship building, negotiation and interpersonal skills.

**Skills/Abilities:*** Ability to work under pressure.
* Ability to take initiative, independently as well as part of a team.
* Strong commitment to providing high levels of service delivery (both internal and external stakeholders).
* Commitment to and understanding of Save the Children’s mission, vision and policies.
* Excellent communication skills – presentation, negotiation, analysis, reflection.
* Understanding of the complex issues that affect creating and accessing to economic activities.
* Good analytical (thinking) skills with ability to produce quality analytical reports, case studies.
* Excellent knowledge on the MS Word, Excel, Power Point.
* Fluency in spoken and written English and Ukrainian.

**Desirable:*** Experience in any of the relevant fields, such as Enterprise Development, Employability Promotion, Agriculture, Rapid Response and/or Youth Empowerment
* Experience working in emergency context
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by:** Gevorg Jenderedjian, FSL & Economic Programming Advisor. | **Date**: 28 May 2024 |

Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read and understood this job description and I pledge to respect it along with the SC’s Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.