

## JOB PROFILE

**Job Title:** Coordinator

### A. Scope of the Role

A Coordinator is responsible for coordinating a range of activities conducted by various individuals who are working on a shared project or towards a common goal. The individuals may be distributed over several departments in the same organisation as the Coordinator or may be dispersed across several organisations which means that the post holder is often required to coordinate the work of individuals over whom he/she holds no direct management responsibility.

A Coordinator role can operate at different levels in an organisation or across organisations and undertake different roles including:

- A Project Coordinator working on a consortium project who may be responsible for consolidating project outputs and ensuring the smooth implementation of a project or programme activities according to the project plan.
- A Programme Coordinator who may be responsible for coordinating the activities of several Project Managers or Advisors working in an organisation either within a thematic area or across thematic areas to ensure that the work of the projects contributes to the aim of the programme as a whole;
- A Cluster Coordinator who may be responsible for coordinating the activities of several actors in the cluster to eliminate duplication of efforts, ensure alignment with an overarching strategy and bring together fund raising efforts;
- A Coordinator with a responsibility for a specific function such as Logistics Coordinator or Training Coordinator.

In addition to the coordination function, the Coordinator may also take on the role of representation or liaison on behalf of the group, including being the key contact representing the consortium to donors.

The level of seniority of a Coordinator post varies and the job title is typically used across a broad range of roles. Depending on the focus, the post may be based in a field office, regional office or Headquarters. The post holder is often required to travel to insecure environments and may require a technical specialty.

### B. Connected Roles

<b>Managed by</b>	Head of Programmes, Country Director, Senior Manager or in some cases Senior Coordinator or Programme Manager.
<b>Managing</b>	May manage Project Officers; is likely to be coordinating the work of Project Managers in other organisations but without line management responsibility.
<b>Variations</b>	Project Coordinator, Programme Coordinator (Nutrition Coordinator, WASH Coordinator etc), Cluster Coordinator, Logistics Coordinator, Emergency Relief Coordinator.

### C. Skills and Competencies

They have a critical understanding of the humanitarian sector and work as a practice-based professional.

The post holder will be competent at level 6 of the HAQF, working towards level 7 in some areas, including:

#### Humanitarian Competencies

- Humanitarian commitment: actively promotes diversity and inclusiveness through diverse representation and broad participation, while advocating for the dignity, rights and responsibility of all stakeholders;
- Context analysis and reflection: specialised skills for conceptualising, interpreting and critically analysing data, information and experience from a variety of sources to solve complex problems;
- Coping and safety: specialised problem solving skills for developing actions to promote the best and safest response to humanitarian needs, while anticipating security concerns and removing obstacles for improvement;

### C. Skills and Competencies cont.

#### Humanitarian Competencies cont.

- Leadership: ability to define and adapt strategic plans and objectives for the medium term taking into account trends from an overall perspective; facilitates the acceptance of strategic decisions and shared goals and values; improves the strategic performance of the group by giving constructive feedback and encouragement and by giving each an equal opportunity to succeed;
- Collaborative relationships: engages and motivates people to work as a team or in partnership by involving them in the different levels of decision making to voice criticism and improvements, while having the common objective supported by all; in depth understanding of each parties' needs and ability to build on points to which other parties are sensitive in a quest for mutual benefit or compromise;
- Service to crisis affected people: anticipates pro-actively and manages potential changes in uncertain, critical complex humanitarian activities in order to safe-guard high quality outcomes.

#### Functional Competencies

A Coordinator requires functional competencies in the following areas:

- Project Management including coordination and collaboration, monitoring, evaluation and reporting, and donor regulations and guidance
- Financial and budget management
- Stakeholder management
- Communication skills including representing and networking, advocacy and influencing, negotiation, written communication, and interpersonal and intercultural skills.

#### Thematic Competencies

Depending on the role, the Coordinator may be a generalist with strong functional skills but may be required to have a level of thematic expertise particularly if they are coordinating project work in a thematic area such as Nutrition, WASH, Shelter etc.

### D. Qualifications and Experience

#### Previous Experience

The post frequently requires 5-7 years of professional experience depending on the seniority of the role.

#### Qualifications

The post most often requires an academic qualification in a related field at level 6 or 7. A relevant professional qualification or membership of a relevant professional body is sometimes required.

### E. Contextual or Organisational Specific Requirements

*Specific organisations or contexts might require additional competencies or experience which may include:*

- Organisation specific knowledge and experience
- Organisational value set
- Languages
- Country specific knowledge.

### F. Additional Skills or Requirements

*Some roles may have additional skills or requirements listed which may include:*

- IT and computer skills are usually an essential requirement
- Ability and willingness to travel is essential for this post.