

Job Description

Position: Project Coordinator

Project Coordinator is responsible for effective and efficient implementation, monitoring and supervision of planned activities to achieve targeted goal of the SLVC-2 project. She/he is also liable to ensure quality of inputs, coordination with local stakeholders and enhance downward accountability of the project. She/he will closely work under the supervision of Program Officer-Strengthening Smallholder Farmers Organization Program Officer (SSFO) of HPIN.

Roles and responsibilities include:

- Prepare annual Project Implementation Plan (PIP), cash flow and quarterly and monthly work plan;
- Prepare periodic and specific progress reports in recommended format or platform and submit to HPIN in consultation with concerned program/project officer;
- Coordinate for benchmarking project targets and review the project result annually;
- Organize monthly staff meeting to review the progress, prepare monthly action plan and assist to manage issues arising during the project implementation phase;
- Form Project Monitoring and Coordination Committee (PMCC) in each working area of the project at local government level for effective and efficient implementation of the project activities and to seek local resource leverage;
- Regularly organize various level interaction workshops, seminars, trainings and meetings with different local government bodies and project stakeholders (PMCCs, cooperatives, Value Chain (VC) actors, Insurance Companies, Bank and Micro Finance Institutions (B/MFIs), Market, Planners, policy makers and securities);
- Explore VC Actors and access to finance (B/MFIs) to connect them with Cooperatives for establishment of effective business development services through cooperative (inputs, animal insurance, access to finance, market, etc.);
- Facilitate various cooperative level capacity building trainings such as Cornerstones, cooperative financial management, Cooperative Management, Cooperative Capacity Assessment (Co-CAT), Business Plan Development and Link Methodology;
- Support to project staff to form Group Leader Network Committee (GLNC) in each project areas to establish strong coordination mechanism between cooperative and its share members;
- Coordinate and manage different project related committees (PMCCs, Project stakeholders, GLNCs, Cooperatives, household level enterprises, and Meat/Milk entrepreneurs;
- Organize regular meeting and exposure visit to PMCCs and VC actors to understand Heifer working approach, modality and LRL mobilization;

- Provide technical support, coaching and guidance to the project staffs (Cooperative Capacity Building Facilitators) for efficient, consistent and effective implementation of project activities;
- Establish good coordination, network and linkage with local government bodies and project stakeholders for effective implementation of project;
- Coordinate local government and other authorities for Local Resources Leverage as targeted in the project document;
- Support to Project Staffs and Cooperative Board members to channelize CAVE, Technicians and Private Veterinarians through Cooperative for effective technical services to its members;
- Supervise, monitor and evaluate of the project activities performed by staffs, CAVEs and GLNCs;
- Prepare buyers profile at project cluster level/Districts level;
- Support to Cooperative Board Members (CBM) to prepare, review relevant policies, plans, progress report/publications;
- Document project highlights, best practices, case studies, story and lessons learned during the implementation of project;
- Carry out any other jobs and responsibilities as assigned by Heifer's Program Officer and Program Manager.

Academic Qualifications

His/her academic qualification must be at least Bachelor's Degree from a recognized university or preferably in Rural Development, Economics, Sociology or a related field, plus five (5) years of relevant experience with at least three (3) years in a supervisory capacity.

Most Critical Proficiencies:

- Good understanding of Cooperative Capacity building (Institutional, Governance and Financial Management) concept and Value Chain;
- Demonstrated experience in cooperative development, community mobilization and social capital development and Value Chain;
- Strong interpersonal and people management skills;
- Ability to work independently and willing to travel in remote areas for community development;
- Excellent skills and knowledge of organizational, team building, analytical, communication and strong leadership qualities;
- Demonstrate a high degree of honesty and integrity;
- Capacity to apply training techniques and methods as well as management tools and control indicators;
- Proficient knowledge of Microsoft Word/ Excel, Power-point, electronic mail (Micro office preferred) and internet.

Job Description

Position: Cooperative Capacity Building Facilitator (CCBF)

Cooperative Capacity Building Facilitator (CCBF) is a key actor to strengthen Smallholder Farmers' Organization in the project areas. He/she is mainly responsible for building the capacity of cooperatives in relation to Institutional, Governance and financial management through facilitation, training and coaching/backstopping. She/he will closely work under the direct supervision of Project Coordinator and guidance of Program Officer SSFO.

Roles and responsibilities include:

- Prepare monthly action plan and monthly progress report;
- Maintain and update cooperative database regularly;
- Organize monthly/quarterly meetings with cooperatives to develop goat production plan, ensure quality, quantity and consistency of production and supply, prepare cooperative wise sales projection target and schedule for bulking/aggregation;
- Support to Cooperatives Boards and its staffs during the aggregation and selling of goats;
- Facilitate and coach to cooperatives board/sub committees/staff on production and collection of sales data and establish recording/data management system in recommended format;
- Form Group Leader Network Committee (GLNC) in each cooperatives as appropriate numbers and coach them regularly on marketable goat production data, recording system at SHG level, establish communication channel between SHG and cooperative;
- Regularly organize meeting with GLNC to review and develop further plan;
- Organize capacity building trainings (Cornerstones, PSRP, Co-CAT, Business Development Plan, Annual Action plan, Link methodology, coop financial management and cooperative management) to cooperative's board members;
- Regularly coach, guide and educate on roles and responsibilities of cooperative board members/sub committees, including coop bylaws, act, policies and guidelines of current changing context to the cooperatives;
- Conduct various level meetings such as household enterprises (lead farmers-goat, vegetable, backyard poultry, fodder forage, etc.) to reduce production cost and cost benefit analysis;
- Develop fodder forage resource centers at private entrepreneurs level in each assigned project areas to scale up and develop fodder forage cultivation;
- Educate and increase awareness level on goat fattening through establishing demonstration farming at both entrepreneurs and household levels;

- Assist to Project Coordinator in organizing periodic meetings with VC actors (traders, buyers, collectors, meat entrepreneurs, input suppliers) and BDS(access to finance-B/MFIs, Insurance, input suppliers, market, etc.) at project cluster level;
- Assist to Project Coordinator in organizing meeting, exposure visit and training for PMCCs, local government bodies, project stakeholders and Cooperatives;
- Regularly visit to cooperatives, GLNCs, lead farmers and entrepreneurs to provide support, backstopping and coaching to achieve the project goal;
- Coach and guide cooperative members and its staffs for proper record keeping (meeting minute, action plan, traders profile, BDS record, collection of monthly saving, disbursement of loan, income and expenditures, audit report, etc.);
- Ensure the qualities of project inputs and trainings deliver by the project;
- Encourage cooperative board members/sub committees, VC actors, group members to internalize and reinforce Heifer's values;
- Support and ensure to cooperatives for documentation of family level record of livestock and other inputs placement as well as meetings and trainings carried out at the field level;
- Channelize CAVEs, technicians and private veterinarian in cooperative for effective technical services to its members;
- Document best practices, case studies, and lessons learned of cooperative, private, individual beneficiaries and groups in the project area;
- Carry out any other jobs and responsibilities as assigned by Project Coordinator.

Academic Qualifications

Her/his academic qualification must be at least certificate level including 3 years of intensive working experience in the related field or bachelor degree in any fields with keen interest to work in community development sector.

Most Critical Proficiencies:

- Good understanding of cooperative Institutional, Governance and financial management concept;
- Demonstrated experience in community mobilization and social capital development;
- Demonstrate a high degree of honesty and integrity;
- Strong interpersonal and dealing skill with community;
- Ability to work independently and willingness to travel in remote areas for community development through cooperatives;
- Excellent skills and knowledge of team building, analytical, and communication;
- Capacity to apply training techniques and methods as well as management tools and control indicators;
- Preferred knowledge of Microsoft Word and Excel electronic mail (Micro office preferred) and internet.