

US PARTNERSHIP COORDINATOR

RESPONSIBILITIES

I. Programmatic

- a. Oversee workplan development
- b. Identify/recruit volunteers/teams to address workplan components
- c. Participate in surveys, assessments and other M&E activities
- d. Convene regular US team meetings to provide updates on and review progress and to prepare for future activities
- e. Coordinate exchanges and be available to partners throughout exchanges

II. Administrative

- a. Develop and provide orientation for partnership volunteers
- b. Coordinate partner travel logistics
- c. Write quarterly reports
- d. Read and understand funding agency's administrative policies and procedures
- e. Work with volunteers/teams to develop exchange agendas that are consistent with the workplan
- f. Have proficient computer skills including facility with Word, Excel, email and Internet

III. Financial

- a. Compile, review, and sign financial reports
- b. Prepare and submit travel vouchers
- c. Prepare and review budgets
- d. Sign contractual agreements with funding agency
- e. Read and understand financial reporting policies and procedures
- f. Monitor partnership budget and expenses to ensure compliance

IV. M&E

- a. Appoint a coordinator to oversee M&E activities
- b. Supervise M&E related activities including data collection review and reporting

REQUIREMENTS

- Strong written/oral communication skills
- Experience working with people from different cultures and demonstrated sensitivity/understanding
- Ability to travel on occasion (time and health permitting)
- Ability to work with a wide range of volunteer professionals
- Strong diplomatic skills
- Ability to resolve conflicts
- Ability to foster productive and efficient teamwork
- Demonstrated leadership skills
- Ability to deal with emergencies and crises
- Ability to work under stress
- Ability to prioritize tasks and meet deadlines
- Strong computer skills
- Experience in creating and monitoring budgets and financial reporting
- Previous grants management/administration experience