

Job Description



Job Title:	Project and Learning Coordinator (Norad)		
Cluster:	Innovation and Quality Management		
Salary:	USD \$48013 (Excluding benefits)	Contract Type:	Permanent subject to successful completion of probation and funding.
Location:	Remote with some level of international travel required. The successful candidate must have the right to work in location where they are based		
Reports to:	Innovation and Quality Management Lead (for onboarding and activation, to be moved after 6 months)		
Direct Reports:	TBD		
Job Role			
Role Overview:	<p>CIVICUS has integrated several restricted projects into its structures and ways of working. To support effective delivery of restricted projects CIVICUS has been introducing several project coordinators to oversee project implementation, budget management, monitoring, reporting and compliance of various grants.</p> <p>This Project and Learning Coordinator role will be responsible to coordinate and oversee implementation of a multi-year Norad project, which is funding existing areas of CIVICUS' work in relation to shifting narratives, building counter power and strengthening ecosystem support. Whilst the implementation of the project will take place though several CIVICUS teams, the Project and Learning Coordinator will be responsible to ensure budget and programmatic implementation in line with the Norad grant agreement as well as to strengthen programmatic learning and coordination across different CIVICUS workstreams.</p>		
Areas of Responsibilities	Key Activities		
Program Management (50%)	<ul style="list-style-type: none"> • Lead and oversee the management of the Norad project, including start-up, co-design, sub-granting, MEL, communications (internal and external), and close-out. • Oversee the implementation and track activities and budget according to the agreed work plan, assess progress and ensure delivery. (budget holder) • Represent CIVICUS in the programme forums and decision-making spaces • Ensure that result-based participatory monitoring, evaluation and learning (MEL) approaches, and innovation and quality management model are used throughout the life of the initiative and align with CIVICUS' Integrated Results Framework. • Manage relationships, procurement and contracting with essential service suppliers. • Coordinate the recruitment and onboarding project staff in collaboration with technical and support teams. • Develop regular narrative and financial progress reports for internal and external stakeholders, ensuring alignment with the programme's communication strategy and target. This entails (also in agreement with 		

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	<p>local partners) putting in place systems and processes to ensure compliant, timely and accurate financial and progress reporting.</p> <ul style="list-style-type: none"> Identify, mitigate, and communicate about risks around external stakeholders' engagement, strategy/programme, people finance, operations, compliance and environment.
<p>Learning and Strategic Alignment (30%)</p>	<ul style="list-style-type: none"> Consolidate programmatic learnings across CIVICUS' different functions and projects and channel them into the IQM and I&A related processes Support CIVICUS to test its Theory of Change and learning questions identified in Integrated Results Framework Input into Costed Strategy and mid-term strategy review processes Organise learning events for effective programmatic knowledge sharing within the CIVICUS secretariat and the broader alliance
<p>Internal and Cross-organizational Coordination (20%)</p>	<ul style="list-style-type: none"> Lead internal CIVICUS coordination to deliver the Norad workplan in line with the CIVICUS strategic goals, including the cross-team planning, development and implementation of the workplan Contribute to the development and testing of the CIVICUS innovation and quality model through its application to the Norad project
<p>Other</p>	<ul style="list-style-type: none"> The role holder will from time to time be required to carry out any other duties that are within the scope of the job. All staff will demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS
<p>Person Specification</p>	
<p>Education, Language & Qualifications</p>	<ul style="list-style-type: none"> Master's degree in social sciences, Politics, International Relations, Development Studies and any related field or equivalent work experience. Fluency in verbal and written communication in English, additional language proficiency in Spanish, French and/or Arabic is an advantage.
<p>Essential Knowledge, skills and Experience</p>	<ul style="list-style-type: none"> At least 6 years demonstrated prior experience in project and budget management as well as project reporting Demonstrated experience in M&E, learning and evaluation project processes Good understanding of the operating and resourcing landscape for civil society especially in contexts with restricted civic space Understanding the principles and practices of that promote flexible, inclusive and responsive support of funding to local groups. Strong analytical, strategic thinking and planning and reporting skills. Demonstrated collaboration, coordination and partnership building abilities, both internally within an organisation and externally. Strong and effective writing and verbal communication skills Demonstrated ability to work in a remote and multicultural environment.

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	<ul style="list-style-type: none">• Experience in establishing systems and processes for monitoring and learning, sharing outcomes and for effective communication.• Ability to engage effectively with grantees, partners, donors
Maybe Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">• Experience managing projects with civil society• Experience working as part of a consortium or groups of organizations that support civil society including less formal groups and excluded communities.• Experience working with members-based organisations and responding to multiple demands from civil society.