



## **JOB DESCRIPTION**

### **PROJECT DISTRICT COORDINATOR (PACT) – SKILLSHARE CONSORTIUM**

<b>Job Title</b>	Project District Coordinator – (PACT) Skillshare Consortium
<b>Grade</b>	L2 Point 1
<b>Level of Effort</b>	90%
<b>Location(s)</b>	Mafeteng, Mochale's Hoek, Quthing & Qacha's Nek (Lesotho)
<b>Terms</b>	Fixed Term Contract (13 months) Commences 1 June 2017 and ends 31 June 2018
<b>Supervisory Responsibility:</b>	Peer Educators, Lay Counsellors, Data Collectors and law enforcement officers
<b>Member of:</b>	Project Management Team

#### **Job Purpose**

To coordinate all district based activities of the Skillshare Consortium Pact Project (Stepping up universal access: A multi-Sectoral partnership to HIV prevention at the community level), that focuses on up scaling AGYW Prevention interventions and access to health services across the four districts in Lesotho being Mafeteng, Mochale's Hoek, Qacha's Nek and Quthing.

#### **Main Duties and Responsibilities:**

- Monitor and maintain project plans, schedules, implementation and reporting at the district Level for the SKL Consortium Pact Project in Lesotho.
- Administer and organise all SKL Led consortium project activities in compliance with the Pact project requirements, and in line with its expected key performance indicators.

- Ensure that project budgets at the district are well managed and proper processed are followed when seeking services and compiling source documents
- Monitor the project progress at the district level for informed feedback into the programs expected outcomes and impact as well as for future strategic planning for improvement and sustainability of the programs implemented
- Identify and Liaise with new and existing partnerships for SKL led Consortium at the district level to strengthen collaboration of efforts and sharing of experiences and lessons learnt towards the support of AGYW prevention initiatives and enhances access to health services.
- Act as the main point of contact and Representation of Skillshare Lesotho and the Skillshare Consortium at the district level in matters pertaining to the image and activities of Pact Program and enhancement of the exchange of updates and feedback between SKL Consortium and the other Pact Sub-recipients in relation to programs and activities supported
- To provide continuous support and supervision to all volunteers at the district level in the executions of their roles and responsibilities throughout the project, promoting and encouraging appropriate behaviour and ensuring project management and accountability standards and procedures are met and understood.
- Track and analyse project performance at the district level, with emphasis on quality meeting key target, expenditures and report about any possible and/or current challenges and risks and provide solutions where possible.
- Create and maintain comprehensive project documentation –documenting and following up on important actions and decisions from project reflection meetings
- Ensure that project deadlines are met at the district level
- To manage the capturing of learning from the programme from all beneficiaries and stakeholders and outcomes recorded in accordance with overall purpose and objectives of the Pact project within the district based in.
- To undertake any other duties as may be required from time to time which are commensurate with the grading of the post/ SKL Consortium Project District Coordinator.
- Any other tasks as may be assigned by Supervisors from time to time.

### **Academic Requirements**

- Minimum Bachelor's degree in development studies, and related fields
- At least 3 years of experience in project management in related fields

### **Expertise & Skills Requirements**

- Solid organizational skills with attention to details and multitasking skills
- Experience with project management practices and tools to create, manage and track project performance, cost and verify scope
- Experience creating work breakdown structures (WBS)- translate requirements into tasks
- Competency in MS Tools and applications ( Word, excel and PowerPoint)
- Proven experience of managing volunteers and working with health related matters
  - Exceptional verbal, written and presentation skills
  - Strong analytic and problem solving skills
  - Ability to work with large and diverse teams of young people
  - Ability to work effectively under pressure both independently and as part of a team
  - Ability to work in a multi-ethnic and multi-cultural setting

#### **HOW TO APPLY:**

Please submit a current CV, along with a cover letter that addresses how you meet the necessary qualifications and outlines why you want to work for Skillshare Lesotho, to [info@skillshare.org.ls](mailto:info@skillshare.org.ls) and copy [maboitelojobo@yahoo.co.uk](mailto:maboitelojobo@yahoo.co.uk) and [john.t@skillshare.org.ls](mailto:john.t@skillshare.org.ls). In the Application indicate your district of Preference- Choose Mochales'Hoek, Qacha'sNek, Quthing or Mafeteng.

Please include "**District Coordinator**" in the subject line of the email.

#### **For hand delivered applications**

Address the Applications to the;

**Executive Director  
Skillshare Lesotho  
PO.BOX 269 Maseru  
42b Old Europa  
UN Road, Opposite Maseru Golf Club**

**Deadline for applications: 16<sup>th</sup> June 2017 at 4:00PM.**