



## Position Announcement: Provincial Coordinator

Number of Vacancies: 1 – Bamiyan

### About the Role:

We are currently seeking an experienced and dynamic Provincial Coordinator to join our team. This pivotal role will be instrumental in driving the provincial work planning, sustainability, and strategic decision-making processes across our projects. The successful candidate will possess a deep understanding of coordination and Team work modelling, project valuation, and CRUX regulations, ensuring our projects are both viable and compliant with best practices.

### Key Responsibilities:

#### Project Management Support:

- Develop work breakdown structures, ensure project schedule compliance, and facilitate the resolution of team conflicts.
- Monitor and reconcile budget (s) including grants, maintains financial documentation, provides information, research, statistics, and analysis, and makes recommendations on expenditures towards a defined budget.
- Support, supervise and provide necessary guidance to different components of projects like: community mobilization, contacting the Community Development Council (CDCs), agencies and selection of beneficiaries.

#### Field Work Management:

- Coordinate and supervise field activities across different areas.
- Ensure that field operations align with project objectives and timelines.

#### Stakeholder Engagement:

- Cultivate relationships with key stakeholders to secure project support and foster collaborative networks.
- Serves as principal source of information on established unit/project/program policies and advises colleagues, faculty, stakeholders and beneficiaries.

#### Capacity Building:

- Assist in facilitating capacity building among project team (data collectors) members, focusing on project management, leadership, and technical skills essential for project success.

#### Support to Regional and Provincial Offices:

- Assist in various activities, including data collection, data clean-up, and fieldwork supervision.

#### Reporting:

- Develop regular reports and ensure project schedules meet quality standards, time-cost trade-offs, and deadlines.
- Provides for smooth day-to-day flow of communications within the unit.
- Identify and inform CRUX regional team leader about successes, challenges and lessons learned from the area.
- Conduct weekly, monthly program & operations staff meetings and reports.
- Provide collected data in the soft format, using Kobo Collect App, Google Forms.

#### Monitoring and Evaluation:

- Implement M&E plans to assess project impact and operational efficiency.

- Collect and analyse data inform project reporting and decision making.

#### **Policy and Procedure Development:**

- Work with senior management to develop project management policies, procedures, and standards.
- May assist in interviewing, training, scheduling and distributing work to other staff members, beneficiaries, casuals and temporary workers.
- May act as liaisons with related programs or projects of other Organizations or with government agencies, keeping the supervisor informed of relevant information.

#### **Required Qualifications:**

- Bachelor's degree in administration, management, or a related field.
- Minimum of 4 years of relevant experience in project management or project leadership, with a strong background in project planning.
- Proficiency in data collect, data analysis and field monitoring modelling, forecasting tools.
- Experience in developing and implementing management training programs.
- Strong analytical, strategic thinking, and problem-solving skills.
- Exceptional communication and interpersonal skills, with the ability to work collaboratively across teams and with stakeholders at all levels.
- Demonstrated ability to lead capacity-building initiatives and manage complex projects.
- Commitment to promoting gender equality and social inclusion in project execution.
- Proficiency in English languages spoken and written.
- Ability and willingness to travel for community engagement and project- related activities

#### **How to Apply:**

Submit your resume, cover letter, and any relevant certifications to [info@cruxafc.com](mailto:info@cruxafc.com) with indicate "Provincial Coordinator Application, Province Name" in the subject line.

#### **Deadline for Application:**

October 18, 2024.