

# Regional Coordinator



## Summary

Nascent Solutions is seeking qualified Development Specialist responsible for supervising and coordinating all field-related activities in its Regional offices located in Lilongwe and Blantyre, Malawi. The Regional Coordinator oversees all planning, administrative, management, reporting and representation activities of Nascent Solutions at the field level. S/he will work directly under the supervision of the Country Director.

<b>Locations:</b>	Lilongwe and Blantyre, Malawi
<b>Type of Employment:</b>	Salaried, full-time
<b>Travel:</b>	Approximately 15% travel for field work
<b>Reporting:</b>	Reports to Nascent's Country Director

## Primary Duties and Responsibilities

- Ensure that all field staff in the area understand and are able to perform their roles and responsibilities related to their various components and link with the other departments
- Promote team building, productivity and staff welfare
- Mentor and support the team to build capacities, and improve efficiency and performance
- Manage interpersonal conflicts among staff at area level
- Facilitate interdepartmental communication and information sharing for a positive working environment
- Ensure implementation of Nascent's coordination mechanism at field level
- Oversee planning of activities and assignment of necessary resources for the effective implementation of field activities in an effective and efficient manner.
- Supervise technical staff in the field and provide support to project implementation through trouble shooting and eliminating blocking points
- Monitor output achievement, cash burn rates and ensure a time completion of projects through review of monthly work plans
- Ensure that relevant project information are up-to-date and available for reporting purposes
- Ensure coordination and complementarity amongst projects within the area of intervention
- Conduct periodic field visits to project sites to assess activities and ensure efficient use of resources
- Advise field staff to adapt activities according to monitoring and evaluation findings
- Ensure beneficiary feedback mechanisms are in place through regular communication with beneficiaries and meetings with stakeholders
- Ensure capitalisation of best practices and lessons learnt for projects in the area of operations.
- Identify potential local partners in the area based on an assessment of complementarity and added value

- Provide support to partners in project implementation and ensure timely and qualitative implementation of projects by partners in line with Nascent and donor requirements
- Take a lead role in implementing Nascent's country program strategy in the field area, while identifying strategic opportunities for expansion, and in particular
- Identify new opportunities and new sectors of intervention
- Consolidate and stabilize programming
- Ensure activities are relevant and meeting area/beneficiary needs
- Contribute to identifying new donors, private sector partners, national and international NGOs, think tanks, academia, etc. to work with in the area based on complementarity and added value
- Establish, maintain and improve active and regular working relationships with other NGOs, UN agencies, clusters, working groups, consortia, etc. at field level ensuring maximum visibility of Nascent
- Establish, maintain, and improve active and regular working relationships with local authorities and where necessary non-state actors and obtain required authorizations and buy-in for Nascent's activities at area level
- Lead assessment(s) at field level to ensure proposals are relevant
- Support the Country team in proposal conceptualization within the context of the country, regional and global strategy
- Contribute to budget design ensure budget needs at field level have been taken into consideration
- Ensure accurate budget forecasting and efficient cash flow management
- Ensure timely and accurate reporting as per Nascent's country work plans
- Minimize risk of fraud and corruption by ensuring adherence to Nascent procedures
- Analyse the security context at field level and in close collaboration with management and local stakeholders
- Engage with relevant key stakeholders at area level to ensure access and support of interventions
- Address security and safety risks by implementing standard operating procedures defined for the area
- Ensure the offices and houses conform to recommended security, health and safety standards
- Ensure all staff in the area adhere to security procedures

### Required Skills and Qualifications

- Master's degree in a relevant field such as International Development, Sociology, Education, Management, humanitarian programming, and or a related field
- Minimum of 7 years of extensive project management experience (management, planning, staff development and training skills) in emergency and/or development programs.
- Experience in managing food aid programs
- Demonstrated ability in staff team building, developing positive working relationships among staff and with external stakeholders.
- Proven capabilities in leadership and management required
- Ability to work well and punctually under pressure
- Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms
- English Fluency; Knowledge of local language and/or regional experience is an asset

- Excellent verbal & written communication skills
- Exceptional organizational and supervisory skills,
- Self-motivated, possessing high standards of ethics,
- Personal integrity, honesty, trustworthy and respectful
- Ability and willingness to travel

### How to Apply

To apply, please submit a cover letter, CV, and salary requirements to [recruitment@nascents.org](mailto:recruitment@nascents.org). **Please include “Regional Coordinator- Malawi” in the email subject line.** CVs without cover letters will not be considered. Malawi nationals are highly encouraged to apply. Please note that only shortlisted candidates will be contacted. Closing date for applications is **October 18<sup>th</sup>, 2019.**

### About Nascent Solutions

Nascent Solutions (Nascent) is a Virginia-based 501(c)(3) non-profit international development organization. Its mission is to enable vulnerable people, especially women and children in rural Africa, to develop skills for self-sufficiency. The organization’s areas of focus are food security and nutrition, health, education and skills development, and gender equity.