



**Job code: HF011030**

**Job Title: Partnerships Coordinator**

**Duty station :TURKEY-GAZIANTEP**

**Line Manager: Executive Manager**

**Number of vacancies required:1**

**Human Resources  
Recruitment**

**Date:25/02/2022**

**Work Mature:Full Time**

## About Horan Foundation

Horan Foundation (HF) is a non-governmental, non-profit making, national organization. It was established in May 2012 in response to the humanitarian needs resulting from the current situation and the humanitarian crisis in Syria to alleviate the suffering of the Syrian people. HF operates in different sectors, implement various projects and programs.

## Major Responsibilities:

The Partnership Coordinator works closely with the CD to achieve high quality and compliant programming among partners of Horan HQ Office for effective sub-grants management and due diligence. The Partnership Coordinator will build strong, sustainable partners lead efforts to monitor the activities of HF sub-awardees.

## Major Responsibilities:

- Ensure that all donors program results are received, supervised, filed and in compliance with donor objectives and requirements, coordinating with program teams and other units within the HF. Ensure that partners' contractual reports are reviewed, and internal feedback is compiled and sent to partners/donors in a timely manner. Advise the Country Director of any issues and provide timely feedback to partners/donors.
- Lead in organizing and conducting review meetings with partners, ensuring inputs from program, finance and compliance staff are received and included, meeting minutes taken, filed, and disseminated to Programs Officer and partners.
- Follow up on the implementation of action points agreed upon during these meetings.
- Ensure that projects are supervised robustly ,following upon implementation of partner-specific compliance, programmatic monitoring work plans, procurement plans, budget spending, and more. Advise the CD and other relevant staff of any issues and provide timely feedback to partners and donors .
- Conduct monitoring visits and coordinate support for partners to address any concerns or issues that may arise. Ensure response and support plans are implemented.

- Maintain partner files, including filing all appropriate communication and maintaining the Sub-Award Tracker, assembling all requirements throughout the sub-award lifecycle (such as scheduled payments, partner results, and special requirements).
- In collaboration with relevant HF staff, coordinate inputs and review of sub-award progress for donor reporting and grant review meetings to ensure that donor commitments are met.
- Collaborate with Clusters and working groups on required implementation updates and reports of beneficiary's statistics as needed. Other related duties as assigned.

### Job Requirements:

**Education:** 4-year college degree in relevant field required. Graduate degree in management, administration or related field desired.

**Work Experience:** 4-7 years of experience with monitoring, evaluation and/or compliance desired.

### Demonstrated Skills and Competencies:

- Attentive to detail.
- Experience with multi donors, specifically Office of GIZ, USAID, EU and Multi International Funding Organizations, funding requirements a plus.
- Proven ability to contribute both independently and as a key team member.
- Self-starter with excellent problem-solving skills combined with the proven ability to multi-task, prioritize duties, and manage time effectively.
- Proficient in Microsoft Office applications (Word, Excel, Outlook); Experience with databases and applications preferred.
- Good knowledge of the principles of humanitarian work
- Possessing the skills of analysis, planning and organized work
- The ability to lead, manage and work with the team.
- A balanced, open, and assertive leadership personality.
- The ability to work in a complex environment and the ability to withstand work pressure and deal with difficult situations rationally.
- Very good communication skills.
- Good knowledge of the office software package and dealing with modern means of communication and communication.
- A broad understanding of the work environment and the ability to communicate with various actors and local authorities.

### Language Skills

Fluency in written and spoken English.

### Working Environment:

Standard work environment. Expectation to travel within local community for partner meetings and events in Cluster or conferences in Turkey or for foreign donors meeting out of Turkey. Oversight of staff in remote field sites. Expectation to occasionally travel and participate in meetings.

### Interpersonal, Communication and Coordination Skills:

- Excellent negotiation and problem-solving skills.
- The ability to deal with a humane work environment full of challenges and constantly evolving, often working under pressure.
- Strong commitment to humanitarian relief and disaster operations.
- Flexibility.”