

Terms of Reference (ToR)

07/06/2022

Job Title:	Field Coordinator	work nature	Full-time
Duty station	Syria - Ras Al Ain	job cod	NEAR-NUT-01/2022001
Line Manager:	Programs Manager		
Number of vacancies required:	1		

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.

Job Details**Job Summary:**

The field Coordinator is responsible for implementing HF nutrition programming, including coordination and consultation with relevant local authorities / stakeholders, development of BOQs. The field Coordinator will represent HORAN organization at the field level and ensure the smooth implementation of quality programming that meets the needs of identified beneficiary community.

Main Responsibilities and Tasks :

1. Responsible for implementing, managing, supervising and supporting the Nutrition Project in line with the activity plan, project proposal timeframe, standards and any applicable guidelines.
2. Conduct regular field visits to clinics and other nutrition facilities for support and supervision.
3. Ensure that regular monitoring and evaluation evaluations are conducted against project objectives and program quality assurance, with reports to the line manager.
4. Provide input into the integration of beneficiary participation and accountability in all aspects of the project.
5. Oversee the data collection, arrangement and dissemination process to meet the requirements and deadlines set by the supporter and line manager.
6. Ensure accurate and timely reporting of activities for internal and external reports (eg monthly, quarterly and final reports) as requested by the line-manager.
7. Responsible for representing the organization in front of the concerned authorities in the region, and attending periodic meetings with local councils to facilitate the work of the organization.
8. Managing and supervising the assigned nutrition team including daily management, development, training, evaluations, etc.
9. Facilitate regular team meetings and individual goals so that members are informed of issues relevant to their work and opportunity for feedback.
10. Responsible for the safety of the field team in coordination with the security and safety officer in the region.
11. Performing other duties that may be assigned to him by the direct manager.

Qualifications / Technical Skills:

- diploma or Degree preferably in nutrition or in another relevant field.
- Excellent communication, interpersonal, and problem-solving skills
- Total of three years of relevant experience, one of which must be NGO experience.
- Excellent Microsoft Office.
- Experience working in a humanitarian/recovery projects.
- Able to collaborate effectively with staff and stakeholders.
- Total of two years of relevant experience, one of which must be NGO experience.
- Excellent report writing skills in English and Arabic.

Interpersonal, Communication and Coordination Skills:

- Excellent negotiation and problem- solving skills;
- Ability to cope with a challenging and constantly-evolving humanitarian work environment, often under pressure;
- Ability to establish and manage effective working relationships with colleagues, managers and external partners, other I/NGOs, and community representatives;
- A strong commitment to humanitarian relief and disaster operations;
- Flexibility.