



COVERAGE MONITORING NETWORK PROJECT

ADMINISTRATION & FINANCE COORDINATOR

JOB DESCRIPTION

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The Coverage Monitoring Network project is an inter-agency initiative led by ACF, Save the Children, Concern Worldwide, International Medical Corps and Helen Keller International. The project aims to increase and improve coverage monitoring of nutrition programmes at a global level, in particular across West, Central, Southern and Eastern Africa. It also aims to identify, analyse and share lessons learned to improve nutrition policy and practice across the areas with a high prevalence of acute malnutrition. The project aims to do this by:

- **Rolling Out of Existing Tools:** new coverage assessment tools are currently available (e.g. SQUEAC and SLEAC). The introduction of these tools has created an increase in demand by nutrition programmes at field level, and requests by donors and national partners (e.g. UNICEF, Ministries of Health) to use these tools to measure the impact of nutrition programmes. Resources must be made available to provide the technical support required to enable nutrition programmes to measure and monitor their coverage.
- **Addressing the Human Resource Gap:** the biggest challenge for the roll out of existing tools is the limited availability of experienced technical staff. Short-term capacity building initiative must focus on expanding the technical resource base whilst ensuring that long-term processes and systems are created to support coverage assessments. Additional human resources at regional and global level need to be created and made available to help enhance the capacity of organisations at national level.
- **Exploring Cost-Effective Alternatives:** there is an urgent need to reconsider the delivery of technical assistance in order to establish more cost-effective means of accessing the tools and knowledge required to monitor coverage. Current costs of coverage investigations, such as SQUEAC, are too high to enable nutrition organisations to mainstream it as a regular part of their monitoring and evaluation.
- **Redefining information sharing:** coverage monitoring investigations are dynamic and require innovative ways of sharing and looking at information. As coverage monitoring moves forward, practitioners and policy makers must have direct and timelier access to information about the practical experiences of measuring coverage, and emerging trends in nutrition programming.
- **Monitoring Coverage to Influence Policy:** a coordinated scale-up in coverage monitoring will provide a robust body of evidence on trends and factors systematically influencing nutrition (CMAM) programme performance. Monitoring trends in CMAM performance will enable nutrition organisations to influence the future of CMAM at three levels: 1) Locally, by using the evidence base to improve individual program performance; 2) Nationally, to advocate for more appropriate, context-specific nutrition policies, and; 3) Internationally, by using the challenges and lessons learned to refine and adapt CMAM and strengthen existing coverage monitoring tools and resources.

Through a team of five (5) Regional Coverage Advisors, the project will provide technical support to nutrition programmes in the design, implementation and analysis of coverage assessments. **The project is currently scheduled to extend from July 1st 2012 to December 31st 2013.**

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Location: London, UK

Duration: 20 months (starting ASAP)

Travel: The position requires no field travel

Reports to: CMN Project Coordinator/Finance Director.

Staff Reporting to this Position: None

Key Objectives of the Role

- To coordinate all administrative and financial processes of the project and compliance with all donors' (ECHO & OFDA) procedures, rules and regulations.
- To support the implementation of the project, including the planning/implementation of key activities as well as the regular deployment of project staff to field locations around the world.

Key Responsibilities

1. Coordinate and manage project grants

- Manage all project grants, including (but not limited to):
 - Procurement
 - Budgetary and accounting support
 - HR administration support
 - Travel planning and booking
 - Archiving and record-keeping
- Ensure that all costs associated with the project are eligible according to donors (ECHO & OFDA) procedures, rules and regulations
- Support and monitor quarterly reports by project partners (sub-grants)
- Produce monthly financial reports and forecasts for project expenditures (budget follow-up)

2. Support the deployment of project staff at global level

- Support Project Coordinator and project staff in their deployment to field programmes. This includes administrative, travel and financial support before, during and after their international travel
- Produce monthly plans of international travel to be submitted to project donors

3. Support the implementation of Coverage Workshops, Field Trainings and After Action Reviews in selected countries

- Support the Project Coordinator in the planning and implementation of country and regional level events, including workshops, field trainings and after action reviews in the four selected countries (e.g. Nigeria, Burkina Faso, Kenya and Bangladesh).
- Support the Project Coordinator with the administrative and logistical arrangements for these activities (including venue, accommodation, travel, etc).

4. Information Management & Sharing

- Regularly upload project documents, including coverage assessment reports, to the project website
- Disseminate project outputs and experiences through the project website and through other relevant forums

5. Other duties

- Participate to internal meetings.
- Proactively contribute to internal team communication according to the defined effective communication guidelines (email ethic, maximising communication means etc)

- Answering the telephone (shared with all other office staff)
- Assist with other duties in the department as necessary from time to time

Authority/Decision Making

The post holder will have authority on the following areas of work:

- Activities readjustment
- Definition of priorities and timetables within the remit of agreed strategy and annual plan's objectives

Qualifications

- Advanced university degree (Master's degree or equivalent) in business administration, finance, and accounting or other related area of studies is required. A first level degree (Bachelor's or equivalent) in one of the disciplines above combined with qualifying relevant professional experience (at least seven years) may be accepted in lieu of the advanced university degree.

Experience and Knowledge Required

- Demonstrable experience in budget management and payroll administration
- Experience of working with international donors (ECHO and USAID/OFDA) and their procedures
- Previous office management and administration experience
- Experience working in humanitarian/development sector
- Knowledge of accounting systems
- Ability to create solutions or responses to problems in an autonomous way
- Proven ability to work independently
- High level of English written and oral communication essential
- High level of other languages, including French, highly desirable

Competencies

- Initiative
- Planning, Organising and Coordinating
- Commitment to Continuous Learning
- Team Work and Cooperation
- Listening, Understanding and Responding
- Analytical thinking
- Strategic Orientation
- Problem Solving/Judgement
- Developing Others

Salary and Benefits:

The salary will be commensurate to the experience of the candidate and within the salary structure of ACF-UK

Interested applicants should submit a Cover Letter and up-to-date CV through the ACF-UK website before July 31st, 2012

www.actionagainsthunger.org.uk/careers