

Terms of Reference

For

District Coordinators

Organisation	Skillshare Lesotho
Job Title	District Coordinator
Contract	12 Months fixed term Contract.
Reports to	Project Manager
Supervisory Responsibility	Female Sex Worker Peer Educators
Number of Positions	4 Positions.
Districts	Leribe, BothaBothe, Mokhotlong and ThabaTseka
Job Purpose To manage and coordinate all Skillshare's female Sex Workers (FSW) HIV prevention project in the respective district.	
Main Duties and Responsibilities. <ul style="list-style-type: none">• Monitor and maintain project plans, schedules, implementation and reporting at the district Level.• Administer and organise all project activities in compliance with respective donor requirements and in line with its expected key performance indicators.• Ensure that project budgets at the district are well managed and proper processes are followed when seeking services and compiling source documents.• Monitor the project progress at the district level for informed feedback into the programs expected outcomes and impact as well as for future strategic planning for improvement and sustainability of the programs implemented• Identify and Liaise with new and existing partnerships at the district level for the benefit of our work.• Act as the main point of contact and Representative at the district level.• To provide continuous support and supervision to all volunteers at the district level in the execution of their roles and responsibilities.• Track and analyse project performance at the district level with emphasis on program quality, meeting targets and expenditures.• Compile and submit activity reports on all the activities in the district.• Create and maintain comprehensive project documentation –documenting and following up on important actions and decisions from project reflection meetings• Ensure that project deadlines are met at the district level• Manage the capturing of learning from the programme from all beneficiaries and stakeholders	

and outcomes recorded in accordance with overall purpose and objectives of the projects.

- To undertake any other duties as may be required from time to time.

Education Qualifications

- Minimum Bachelor's degree in development studies, and related fields
- At least 3 years of experience in project management in related fields.

Expertise and Skills

- Prior experience of managing or working with Female Sex Workers in Lesotho
- Solid organizational skills with attention to details and multitasking skills
- Experience with project management practices and tools to create, manage and track project performance, cost and verify scope
- Experience creating work breakdown structures (WBS)- translate requirements into tasks
- Competency in MS Tools and applications (Word, excel and PowerPoint)
- Able to work with persons of different sexual orientations and economic activities.
- Proven experience of managing volunteers and working with health related matters
 - Exceptional verbal, written and presentation skills
 - Strong analytic and problem solving skills
 - Ability to work with large and diverge teams of female sex workers
 - Ability to work effectively under pressure both independently and as part of a team
 - Ability to work in a multi-ethnic and multi cultural setting

HOW TO APPLY:

Please hand deliver a current CV along with a cover letter that addresses how you meet the necessary qualifications and outlines why you want to work for Skillshare Lesotho,

Address the Applications to the;
Executive Director
Skillshare Lesotho
42b Old Europa
UN Road, Opposite Maseru Golf Club

Deadline for applications: 7th August 2018 at 4:00PM.