



Bangsamoro Development Agency

Diversion Road, Purok Islam, Brgy. DatuBalabaran
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CALL FOR PROGRAM COORDINATOR

June 3, 2016

Assalamu Alaikum Warahmatullahi Wabarakatuhu!

The Bangsamoro Development Agency (BDA) is looking for experienced and qualified individual as indicated below:

Post: Program Coordinator

Project Name: Strengthening Capacities for Reproductive Health Service Delivery and Advocacy in the Bangsamoro

Interested candidates are invited to submit their expression of interest and Curriculum Vitae on or before June 5, 2016 to the following:

Address: Diversion Road, Purok Islam, Barangay Datu Balabaran (MB Tamontaka), Cotabato City or

Email to: bangsamorodc11@gmail.com

For further details you may call at the BDA Central Management Office (064 552-0131) and look for Mr. Abdulbasir Bukua

See Terms of Reference below.



Annex A. Terms of Reference and Scope of Services

COORDINATOR

JOB TITLE	COORDINATOR
PROGRAM	SERVICE CAPACITIES FOR REPRODUCTIVE HEALTH SERVICE DELIVERY AND ADVOCACY IN THE BANGSAMORO
JOB STATUS	Institutional Staff
OFFICE ASSIGNMENT	Reporting to the BDA - CMO
ORGANIZATIONAL RELATIONSHIPS	Supervision Under the technical supervision of the Program Operation Head
QUALIFICATIONS AND COMPETENCIES	<ol style="list-style-type: none">1. Education: Graduate of Bachelor degree in Engineering, Social work, Psychology or allied professions;2. At least three (3) years of relevant experience in project management and supervision;3. Possesses experiences in managing community –based development projects;4. Experience in community based project development management;5. Has excellent interpersonal (leadership and communication skills;6. Good problem solving and decision making skills;7. Networking skills;8. Training delivery skills;9. Conflict management skills;10. Group process facilitation skills;11. Demonstrated ability to build good working relationship with other staff of the BDA, and12. Demonstrated adherence to the BDA Core Values.

Main Duties:

1. Manage, coordinate and establish partnership with the institutional partners, development partners and other stakeholders pertaining to the SCRHDAB activities;



2. Provide direct supervision on the project implementations and donor coordination;
3. Responsible for the design and delivery of an overall leadership strategy and plan for SCRHSDAB Team including a communication, reinforcement and coordination strategies to the key staff;
4. Manage, recommend and decide strategic approaches on the SCRHSDAB awareness in gaining supports from the community and other stakeholders;
5. Plan, manage, lead, implement and monitor programs of work involving the development of the approach, evidence based strategies, and related tools, methodologies and the supporting system/database, monitoring and reporting frameworks of SCRHSDAB activities;
6. Lead and/or collaborate in, provide technical backstopping to and ensures the quality / effectiveness of capacity development and knowledge sharing activities within SCRHSDAB staff, organizational development and individual learning events including preparation of related information;
7. Provide reports and recommendations on planning applications and other planning related matters and preparing minutes in discussion and agreement with the Program Operation Head, and
8. Perform other tasks as may be assigned by the Program Operation Head.

EXPECTED DELIVERABLES

1. Maintained proper coordination with the development partners;
2. Submitted Monthly consolidated report to the Program Operation Head.
3. Prepare work plan
4. Supervises and provides technical guidance to the regional/provincial management offices
5. Facilitates and coordinates the conduct of workshops and missions involving key partners to assess overall progress and results of the program;
6. Take the lead in ensuring the conduct of Joint Inspectorate Team report.
7. Produces consolidated monthly progress report, **quarterly progress reports** and **annual completion report** for submission to the Program Operation Head and requires monthly report submission from R/PMOs and TFCTs for monitoring and technical support purposes

Working Arrangements:

1. It is expected that the staff will report to the assigned office base at 8:00 AM – 5:00 PM, Sundays thru Thursdays, unless otherwise directed.