



**Work Context Background**

The Nasi Tuan Association (NTA) was founded on Tanna Island, Vanuatu, in 2009, and registered as a charitable society in July 2010. It has worked with, supported and established farmer cooperatives growing coffee, peanuts, vegetables and spices. As part of its long-term sustainability strategy, NTA established Tanna Garden Community Company (TGCC) with the main goal is to increase the quality of life and self-sufficiency of households including the most vulnerable groups in Tanna. The overall aim of Nasi Tuan Association is to address the underlying causes of the modern slavery on Tanna through awareness, raising and advocacy and to empower farm-based household to improve their income and quality of life. Nasi Tuan Association is being implemented using funds provided through Tear Fund including funding from the New Zealand Ministry of Foreign Affairs (MFAT) and CARE international in Vanuatu, including funding from the Australian Department of Foreign Affairs and Trade (DFAT). The goal of Nasi Tuan Association is that vulnerable households are protected from modern slavery and are economically self-sufficient.

<b>JOB TITLE:</b> Project Coordinator (CARE Partnership)	
<b>LINE MANAGER:</b> Managing Director	<b>WORK LOCATION:</b> Tanna
<b>CLOSE INTERNAL CONTACTS:</b> Administration Officer	
<b>REPORTING TO POSITION:</b> Training Officer, Field Officer & Gender Specialist Officer (to be recruited)	<b>FINANCIAL RESPONSIBILITY:</b>
<p><b>Purpose of the role:</b> The Project Coordinator will be responsible for overseeing the implementation of the Nasi Tuan and Care Partnership project activities outlined in the Partnership Agreement Terms of Reference and based on the project work plan. The position requires well-developed people with experienced in management, technical and fair administration skills. They will be able to implementing short and long-term work plan, developing new connections and opportunities, and working collaboratively with NTA and CARE staffs, farmers, partners and donors to optimize project activities performance in line with the existing project strategy, policies, mission, and direction of the NTA.</p>	

**Key responsibilities include:**

- Overseeing day to day Nasi Tuan and CARE project activities, including:
  - o Development and completion of an assessment (by June 2023) with Village Savings and Loans Association (VSLA) members in Middlebush and their communities

- Identification of relevant climate-smart income generating activities for delivery to VSLA members and/or their communities.
- Supervision of staff under the NTA & CARE project including Training Officer, Field Officer and Gender Specialist Officer.
- Liaison communication with Nasi Tuan Managing Director and Care Project Managers and Partnership Manager, donors, government, private sector, and project targeted communities
- Overseeing and ensuring accurate project activities recordkeeping and reporting
- Collaboratively developing and implementing the project short- and long term strategies and work plan
- Maintaining communication with NTA Managing Director, and Finance Manager and producing reports based on the donors requirement under project guidelines.
- Coordinate and lead contributions to Nasi Tuan planning, learning and development based on organisational priorities.

<b>Required qualifications and competencies</b>	
<b>Qualifications</b>	Degree or Diploma in Agriculture/Rural Agriculture or equivalent work experience
<b>Technical &amp; Practical Skills</b>	<p><i>General Management</i></p> <ul style="list-style-type: none"> <li>- Demonstrated effectiveness in starting and successfully managing project work plan and budget based on donor requirement</li> <li>- Demonstrated effectiveness in innovation and creating new opportunities</li> <li>- Strong communication skills at all levels inside and outside the organization</li> </ul> <p><i>Financial Management</i></p> <ul style="list-style-type: none"> <li>- Training and/or extensive experience in financial management, including planning and budgeting etc...</li> <li>- Experience in optimizing, securing, and maintaining property and associated assets within operating budgets.</li> </ul> <p><i>People Management</i></p> <ul style="list-style-type: none"> <li>- Demonstrated ability to manage, motivate and develop staff</li> <li>- Experience in effectively managing and developing performance, including providing effective feedback, fair management and discipline, effective conflict management</li> <li>- Demonstrated record of inclusion, empowerment</li> <li>- Demonstrated effectiveness working with farmers and households to enhance knowledge, capacity, collaboration, and productivity</li> <li>- Demonstrated ability to work effectively within <i>kastom</i> and tradition</li> </ul> <p><i>Farming</i></p> <ul style="list-style-type: none"> <li>- Solid background in Agriculture farming, with relevant experience in starting up and managing farming projects with successful outcome</li> <li>- Background in specific crops (coffee, peanuts, spices, organic farming) preferred</li> </ul>

	<ul style="list-style-type: none"> <li>- Background in organic farming requirements and processes preferred</li> </ul> <p><i>Recordkeeping and reporting</i></p> <ul style="list-style-type: none"> <li>- Demonstrated experience in effective data collection and reporting</li> <li>- Experience with farm-based technology for monitoring, measurement and reporting</li> </ul>
<i>Languages</i>	English & Bislama (required), various Tanna languages (desirable)
<i>Teamwork</i>	Ability to work as a member of a team; be receptive to feedback; willing to learn new things and share knowledge and skills; embracing continuous improvement.; be part of and contribute to the overall growth of NTA
<i>Problem Solving &amp; Innovation</i>	Effective management through problem solving and finding the best solution to a given problem or situation; collaborate with others to seek input and alternative ideas; open to thinking of new ways to do things better, and willing to share ideas with others.
<i>Self-Management</i>	Self-motivated; able to work independently; focus on effective high level and operational planning, time management and task prioritization; highly reliable and able to follow-through on tasks to ensure completion; high morals and ethics

**Application Process:**

Interested applications must submit a complete application, including:

- A current CV
- Documentation of relevant education completed
- A statement (no more than 1 page), detailing how they meet the essential qualifications and competencies.

Complete applications to be sent to Jeffrey Lahva, P.O.Box 163 Lenakel Tanna, or send to the following email address: [jeffrey@nasituan.org](mailto:jeffrey@nasituan.org) by 7<sup>th</sup> April 2023.