

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 local farmers in 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 the project 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. This project is being implemented using funds provided through Tear Fund including funding from the New Zealand Ministry of Foreign Affairs (MFAT) and Vanuatu Care International Funding and including funding from European Union (EU). The goal of the overall Programme is that vulnerable households are protected from modern slavery and economically self-sufficient.

Project Coordinator

Located on the Island of Efate, the project Coordinator will be responsible for overseeing the implementation of the Nasi Tuan and Care Eu Partnership Eu project activities at Pentecost Island under the financial supports from European Union through Vanuatu Care International. The position requires well-developed people with experienced in management, technical and fair administration skills. The project Coordinator will be responsible for managing Nasi Tuan/Care Eu project activities based on the project work plan On the Island of Pentecost. He or she will be able to implementing details 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. **Also, the Project coordinator will be a focal point for Nasi Tuan Tanna Garden products to be distributed to the existing buyers in Vila Domestic market.**

Responsibilities including

- *Overseeing day to day Nasi Tuan and Care Eu project activities in South Pentecost*
- *Supervision of staff under the NTA & Care project including Field staff in Ward 13 and 14 in South Pentecost and collaborate with Nasi Tuan Tanna Garden staff.*
- *Liaison communication with Nasi Tuan Programme Manager, Chief Operation Officer, NTA finance for procurements and logistics supports towards the implementation of the activities*
- *Overseeing and ensuring accurate project activities record keeping and reporting*
- *Collaboratively developing and implementing the project short- and long term strategies and work plan*
- *Maintain communication in regular basis with Nasi Tuan Office in Tanna for supporting project implementation within targeted communities in South Pentecost*
- *Provide feedbacks and updates report for the project activities to the Nasi Tuan Programme Manager in Tanna*
- *Produce monthly updates report based on Nasi Tuan and Donor requirement*

Qualifications:

- Degree or Diploma in Agriculture/Rural Agriculture or relevant experience

- Proven ability/experience in the agriculture management and administration;
- Demonstrated planning and organizational skills to achieve targets and carry policies
- *Proven ability to act collaboratively and with cultural sensitivity, tact and diplomacy in motivating and disciplining management and project staff while complying with all local, national, and regional laws and donor requirements*
- *Self-motivated and able to communicate effectively at all levels inside and outside the organization*
- *Record of innovation and effective project management*
- *Open to new learning and development*

Required Competencies	
<i>Technical & Practical Skills</i>	<p><i>General Management</i></p> <ul style="list-style-type: none"> - Demonstrated effectiveness in starting and successfully managing project work plan and budget based on donor requirement - Demonstrated effectiveness in innovation and creating new opportunities <p><i>Financial Management</i></p> <ul style="list-style-type: none"> - Training and/or extensive experience in financial management, including planning and, budgeting etc... - Experience in optimizing, securing, and maintaining property and associated assets within operating budgets. <p><i>People Management</i></p> <ul style="list-style-type: none"> - Demonstrated ability to manage, motivate and develop staff - Experience in effectively managing and developing performance, including providing effective feedback, fair management and discipline, effective conflict management - Demonstrated record of inclusion, empowerment - Demonstrated effectiveness working with farmers and households to enhance knowledge, capacity, collaboration, and productivity - Demonstrated ability to work effectively within <i>custom</i> and tradition <p><i>Farming</i></p> <ul style="list-style-type: none"> - Solid background in Agriculture farming, with relevant experience in starting up and managing farming projects with successful outcome - Background in specific crops (coffee, peanuts, spices, organic farming) preferred - Background in organic farming requirements and processes preferred <p><i>Recordkeeping and reporting</i></p> <ul style="list-style-type: none"> - Demonstrated experience in effective data collection and reporting - Experience with farm-based technology for monitoring, measurement and reporting
<i>Languages</i>	English, Bislama, various Tanna languages
<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 & 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, detailing how they meet the essential qualifications and competencies.

Complete applications to be addressed to Mr Nini Tamasui, Nasi Tuan P.O,Box 163 Lenakel Tanna and , send it on the following email address: ntamasui@nasituan.org before 4 pm 17 November 2023.