

JOB DESCRIPTION FOR LCN WOMEN AND CHILDREN COMMISSION COORDINATOR

JOB TITLE: COMMISSION COORDINATOR

REPORT TO: PROGRAMMES DIRECTOR

BACKGROUND

The Lesotho Council of NGOs (LCN) is dedicated to offering supportive services to its members through networking, leadership, information, training, coordination and representation of their interests when dealing with Government, international NGOs, donor agencies and others.

LCN Members have been classified and organized into now 6 Sectoral Commissions for effective coordination and management of member programmes. The main objective of establishing Commissions is to group NGOs with similar objectives and/or programs together to facilitate networking among members and as well as coordination. The Commission Coordinator will report to the Programmes Director for the following key responsibilities:

PRIMARY RESPONSIBILITIES: KEY PERFORMANCE INDICATORS

i. Provides strategic leadership in the development of programs of action of NGOs dealing with issues that affect Women and Children Commission.	a) Commission Collective action strategy document. c) Project proposals d) Funding opportunities identified and funding sourced. e) Monitoring, Evaluation and Reporting Plan.
ii. Provides technical guidance in the development and implementation of programmes of action.	a) Action plans b) Technical guidance reports c) Monitoring reports d) Monitoring visits reports.
iii. Coordinate collective action, advocacy activities and networking by Commission members.	a) Commission consultative meetings minutes. b) Advocacy messages developed and engagement strategy. c) Partnership/agreements documents

Programs Coordination Key Responsibilities

Key Performance Indicators

i. To facilitate networking and collective action amongst Commission members and across Commissions.	a) Commission Collective action strategy document. c) Monitoring, Evaluation and Reporting Plan.
ii. Facilitates and Leads engaging of the Commission members in Government Sectoral Programming.	a) Annual plans b) Consultative meetings minutes. c). Minutes of meetings with Line Ministries and other relevant institutions. d). Partnership/agreements documents
iii. Support and implement programming aimed at building the capacity of the NGOs	a) Action plans b) Technical assistance and training

in the Sector of women and children in order to coordinate collective action activities and networking by Commission members.	reports c) Progress Monitoring reports d) Monitoring visits reports. e) Monthly program budget reviews f) Ensure timely submission of contractual progress and financial reports.
iv. Ensure that the Commission is functional	a) Keep an up-to date membership database. b) Ensure regular meetings. c) Regular scanning of the issues that affect Women and children to ensure regular update of members.
v. Performs Secretariat functions to the Commission.	a) Invitations for meetings send on time. b) Logistics for the meetings arranged c) Minutes of the meetings taken and available d) Minutes send to members e) Prepares Commission activities reports for the Executive Director.
vi) Ensure information flow amongst members, other programs and Commissions as well as key partners	a) Information strategy and flow chart available and implemented.

JOB SPECIFICATIONS

Education and Training

First degree in Development Studies specialising in Gender and Development studies and at least two (2) years experience working in relevant field or with NGO community.

Proficient in working with civil society groups.

Knowledge and Skills

- Project planning and Management skills
- Lobbying and Advocacy skills
- Negotiation and Networking skills
- People management
- Knowledge management
- Situational leadership
- Interpersonal skills
- Team Player
- Computer Literacy

Attributes

- Self-motivated
- Integrity
- Fast learner.