



Out-Right Namibia (ORN)  
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## **OUT-RIGHT NAMIBIA (ORN)**

### **JOB DESCRIPTION**

#### **COORDINATOR: PROGRAMMES AND OPERATIONS**

**Reports to:** the Director

**Responsible for:** Project Officers, Health and Well-Being Officer, Advocacy and Communications Officer and Monitoring and Evaluation Officer

The post holder will work in close consultation with the Director, Coordinator: Finance and Administration and Coordinator Human Resources to provide support and secretarial services to the Governance and Programmes committee of the Board of Trustees.

The ideal candidate must be self-motivated, energetic and highly organized with an understanding of the multi-layered issues facing organisations working on HIV/AIDS and Key Populations.

#### **Job Purpose**

The Coordinator: Programmes and Operations is responsible for the overall planning, structuring, leading and executing of all programmes and operations of the organization. He/she is responsible to provide technical support and guidance as far as it relates to programmes and operations and to coordinate such activities.

#### **Main Areas of Responsibilities:**

- Ensure effective programmes management (inclusive of planning, implementation, monitoring and evaluation);
- Provide technical advice and support for all programmes of the organization;
- Support the development of Strategic Plans as well as overall operational plans of the organization;
- Ensure effective communication, consolidation and coordination of reporting as per donor requirements;
- Ensure that sound programme and operations management systems are developed and maintained (inclusive of reporting templates both narrative and analytical);
- Develop project proposals and concept papers in consultation with the Director
- Manage the programme's budget, monitoring the expenditure and costs against delivered and realized success as the programmes progresses

- Monitoring of programme implementation, resolving issues and initiating corrective action as appropriate;
- Management and analysis of programmes and operational issues;
- Build and motivate the programme implementation team;
- Is responsible for the overall quality assurance and integrity of all programmes;
- Is responsible for meeting all organizational and donor requirement with regard to programmes and operations issues;
- Report progress of the organizations programmes at regular intervals to the Director;
- Coordinate bi-annual in-depth analysis of programmes to identify trends and problem areas and advise the Director on possible action.

## **OTHERS**

The post holder will additionally undertake from time to time, certain mutually agreed tasks relating to ORN under the instructions of the Director.

## **Requirements**

- A recognised Bachelor's Degree
- A minimum of 5-years relevant work experience and a track record of programme management work, including 3-years supervisory experience.
- Knowledge and experience of working on human rights and advocacy;
- Experience on providing human rights training;
- Experience in data analysis and managing computerized information management systems.
- Previous NGO experience and a valid drivers' license will be an asset.