



**VACANCY**  
**HERDING FOR HEALTH: PROJECT COORDINATOR**

<b>Position Title:</b>	Project Coordinator: Herding for Health (H4H)
<b>Duration:</b>	Three Year Contract
<b>Location:</b>	Stellenbosch/Gauteng/Hybrid
<b>Reports to:</b>	Herding for Health: Project Manager

**Introduction and Background**

The Herding for Health (H4H) program is an integrated, holistic community driven model that targets communal farming areas within the SADC region. Peace Parks Foundation (PPF) has identified multiple sites for the implementation of this model, located within Transfrontier Conservation Areas in southern Africa. The model is structured around four principal pillars, viz Healthy rangelands, healthy animals, healthy governance and healthy communities. **Rangeland regeneration** through planned rotational grazing, daily surveillance, and active herding of livestock by qualified herders. Animals are kraaled at night in mobile predator-proof bomas, resulting in improved **animal health** simultaneously mitigating human-livestock-wildlife conflict. The model integrates with **local Communities**, where governance structures and committees are formed to enable their empowerment. **Livelihoods and household income** are improved through employment, training and unlocking markets for future sustainability.

**Primary Objective**

To provide support to the H4H Project Manager by servicing the H4H program across all the H4H sites to include new, future, and operational sites within the Peace Parks Foundation landscape. To achieve successful implementation and efficient management of all components comprising the H4H model.

**Role Requirements**

- A bachelor's degree or similar tertiary qualification in natural resource management, environmental science, rural and community development, agriculture, or related field.
- At least 3-5 years of experience in project coordination, preferably in the field of natural science projects, agriculture, rural development, and community engagement or similar.
- Strong experience in reporting to donors, internal and external stakeholders.
- Excellent coordination and communication skills with the ability to work effectively with a diverse range of stakeholders.
- A proven ability with a record of delivering project targets on time, within budgets and to a high standard.
- Familiarity with the cultural and social context of the project areas and social context.
- Ability to tactfully communicate, build and maintain relationships as a key team member.
- Excellent writing, presentation, facilitation, and analytical skills.
- Ability to work independently and meet set deadlines.
- Strong cultural awareness, and the ability to work effectively in a multi-cultural environment.
- Uphold the highest standard of ethical standards, and maintain professional relationships with staff, communities and stakeholders and manage challenges and conflicts with integrity and diplomacy. Promote peacebuilding and conflict prevention.
- Ability to work independently, with a high work ethic, honesty, and reliability.
- A strong working knowledge of MS Excel, Word, PowerPoint, Outlook and any other relevant programme or mapping tools such as Google Earth and Gaia.

### **Role responsibilities**

- Follow up on assigned tasks to ensure they are completed within set time limits.
- Initiate and participate in project meetings and prepare meeting minutes.
- Develop and maintain relationships with implementation partners (e.g., Conservation International, Meat Naturally) and key service providers.
- Monitor project risks and escalate issues to the Project Manager.
- Co-ordination and development of fund development proposals in respect of H4H programs.
- Engage with stakeholder and project team members to ensure effective communication.
- Participate in the preparation and monitoring of project budgets and track project expenses.
- Participate in project monitoring and evaluation activities.
- Prepare donor reports, funding proposals and maintain a database of Donor information and communication records.
- Collaborate with Donor representatives to effectively compile and submit progress reports according to the Grant proposal requirements and timelines, and in the required format as stipulated.
- Collaborate with the Project Manager to ensure that Donor reporting requirements are met including adherence to reporting deadlines.
- Contribute to the development of effective donor communications strategies including the preparation of presentations and other materials.
- Assist the Project Manager with the development of an implementable sustainability plan such that projects can become technically and financially self-sustainable over time.
- Contribute effectively to achieving project impact.
- Work amicably with the Project Manager to develop weekly and monthly realistic work frames.
- Perform any other H4H duties as assigned by the Project Manager.

### **Key Performance Areas**

#### **Project coordination**

- The Project coordinator will be responsible for and ensure compliance with the H4H program and support the detailed project plans, its implementation, including efficient management of timelines, budgets, and deliverables.
- Engage and interact with Implementation managers and keep updated with community engagements, workshops and mobilization of targeted participants and stakeholders.
- Ensure that the program activities are aligned with the project objectives, and that all deliverables are met on time and within the budget and ensure the project budget is managed according to grant agreements.
- Coordinate and compile progress reports and ensure submitted when scheduled.
- Ensure that a hands on approach is in place and ensure efficient coordination over the H4H sites and its landscape, to include human resources requirement as well as monitor compliance to the program's protocols.
- Ensure project budget is spent and managed responsibly and that all reporting and procurement requirements as specified by the Grant Agreement and the Finances Department of the implementing organization are met.
- Ensure that appropriate communication and decision-making protocols are followed should there be a deviation from project timelines.
- Coordinate the development and assist in formalizing stewardship agreements as well as the establishment of grazing area committee agreements, with the relevant communities.
- Formulate training sessions for the development of stewardship and grazing area committee agreements.
- Prepare and facilitate service level agreements with partners, consultants, and relevant stakeholders.

- Ensure the monitoring and evaluation of the project's Key performance Indicators and project goals is taking place, and properly recorded and reported on.
- Provide regular updates to program partners and community leaders and identify, suggest, or motivate for amendments or corrective action to the H4H Project Manager.
- Ensure continued compliance with local regulations and policies including those related to health, environment, and social safeguards.
- Coordinate and manage the H4H and online SharePoint facility.

#### **Administrative Role**

- Manage the recruitment process for support staff for the Project, eco rangers and team leaders.
- Manage staff contracted to support the Project as provided for by the relevant labor laws of the specific country.
- Manage employment budgets as provided for in the Project budget.
- Manage and support staff training and skills development in particular stewardship agreements.
- Take responsibility for staff health and safety as and where needed.
- Support external consultants or professionals on the project with information, logistical planning, and stakeholder liaison.
- Manage monthly cash advance requests, and relevant cash on hand reports from the various sites.
- Coordinate procurement procedures for equipment.
- Coordinate project work frames and timeline projections for objectives, outcomes, and key performance indicator reporting.
- Coordinate project logistics, and transportation of procured equipment particularly for cross border purposes.

#### **MEL Role**

- Ensure project Monitoring and Evaluation is implemented as per indicators identified.
- Consult with the M&E technician with regards to data collection and collating information from the field to assist with accurate reporting.
- Track project progress of data supplied by the M&E technician and the M&E framework to identify gaps and ensure data detail is sufficient for analysis and reporting.
- Ensure that appropriate communication and decision-making protocols are followed should there be a deviation from the project data requirements.

#### **Cross cutting**

- Promote gender and social inclusion to address differential needs, rights and opportunities of women, men, the youth, and marginalized groups. Ensure that interventions are developed to ensure gender equality and address social exclusion and discrimination.
- Take responsibility over various H4H landscapes and policies particularly stakeholder relationships by means of regular and professional communication with relevant farmers, community leaders, government departments and employees, as well as other relevant stakeholders.
- Facilitate site visits by donors or Program leadership as and when required.
- Willingness and ability to learn and apply new skills in different landscapes.

#### **Planning and Organizing**

- Excellent project management skills.
- Excellent financial, staff, and reporting skills.

- Ability to adapt project implementation in the event of delays or interruptions in a way that will still reach project deliverables.
- Organize and plan to ensure project impact is achieved.

Interested candidates are invited to submit a cover letter detailing their interest in and suitability for the position and a Curriculum Vitae, with full address, telephone number, email address and contact details of at least three contactable references. These should be submitted by **15 June 2023**.

A competitive salary package will be negotiated, based on qualifications and experience.

Applications should be submitted to:

Human Resources

Email: [applications@peaceparks.org](mailto:applications@peaceparks.org)

**SHORTLISTED CANDIDATES** will be contacted to attend an interview. Should you not hear from us within two weeks from the closing date, your application was unsuccessful.