CFW Coordinator job description template

### Job title: CFW Coordinator

### Location:

### Reports to: CFW Programme Manager

### Grade level:

### Job summary

Manage all CFW activities in the designated area. Manage and supervise all staff, projects, project selection and planning, project assets, government and community liaison, monitoring and payment. This position reports directly to the CFW Programme Manager.

### Specific responsibilities

1. Review labour, staff and time requirements for CFW activities.
2. Coordinate all CFW activities including area selection, community capacity and coordination.
3. Coordinate payment procedures, including documentation, approval and actual payment.
4. Oversee procurement of all materials for CFW projects.
5. Report any problems encountered in the field such as project participant complaints, local authority interference and security threats to staff and activities.
6. Coordinate with relevant security staff and Programme Manager on any threats to staff and activities; follow up on incidents/security threats in areas of operation.
7. Complete any required monitoring as outlined by the Programme Manager.
8. Ensure guidance for all new staff.
9. Maintain all documentation relating directly to CFW activities, which is required to ensure accountability to the donor, particularly where labour is concerned.
10. Oversee administrative matters relating directly to CFW activities: timesheets, payment schedules, required paper-work and liaison with the Finance department.
11. Prepare monthly cash requirement forecasts for CFW activities, including the purchase of materials at the site and CFW labour payments.
12. Provide information on CFW activities as requested by project manager, regional office, or headquarters.

### Coordination

1. Coordinate with relevant staff on all community-related matters, ensuring the three areas of the programme are working well together.