CFW Area Supervisor job description template

### Job title: CFW Area Supervisor

### Location:

### Reports to: CFW Coordinator

### **Job summary**

Take responsibility for the identification, design, implementation, monitoring and reporting of all CFW project activities and administrative tasks that are part of the CFW programme in the assigned area. Supervise all CFW staff in the area, in order to guarantee that the planned projects are implemented effectively. Manage all administration and security related to CFW activities in the assigned area.

### Specific responsibilities

### Technical

1. Develop plans for the implementation of the CFW project in the assigned district. This should include planned delegation of responsibility to appropriate staff, plans and rationale for projects, plans for material and cash needs over the course of the project, and work schedules (timelines) for the various phases of the project.
2. Ensure that the payment mechanism in the area is secure, accurate and efficient, and does not involve staff handling large volumes of cash.
3. Ensure that the CFW Coordinator and Programme Manager approve of all payments before payments are made.
4. Develop and maintain good relationships and lines of communication with relevant local authorities and communities throughout the project.
5. Guarantee community involvement at all phases of the project to ensure the development of community ownership for the projects.
6. Gain initial approval for all plans from the CFW Coordinator before commencement of project implementation.
7. Implement projects as planned, respecting schedules and timelines.
8. Report any variations or problems with project implementation (staffing, costs, schedules, technical matters) to the CFW Coordinator. Where necessary, regularly update project implementation plans with associated time lines, and report such changes to the CFW Coordinator.

### Supervising and monitoring

1. Identify, train and supervise site supervisors at each work site.
2. Regularly monitor the project progress at all phases (project selection, planning and design, implementation) and complete weekly area activity reports using the agreed -upon format.
3. Delegate responsibilities to appropriate project staff in the occasional circumstances where it is not possible to supervise projects personally.

### Administrative

1. Provide reliable weekly and monthly cash flow projections on a timely basis to ensure efficient cash flow for payment.
2. Ensure proper financial control for all activities in the area and that all financial documentation is completed as per agreed systems and forms. All problems must be reported.
3. Plan and provide timely call for all equipment and supplies necessary for the implementation of CFW projects.
4. Identify a simple area office/base in coordination with the CFW Coordinator and local community and government representatives. This office should not be paid for.
5. Ensure that project management and office administrative documentation is in accordance with protocols and regulations.

### Reporting

1. Complete weekly activity reports, based on input from all CFW staff, as per format provided, and ensure that all CFW staff under direct supervision complete and submit their reports in a timely manner.
2. Prepare for and attend weekly meetings as agreed with CFW Coordinator.
3. Provide weekly payment plans and reports according to the agreed-upon schedule.
4. Maintain a high degree of awareness regarding the security situation in the project area. Based upon this knowledge take adequate measures to ensure the safety of all staff in the area. Provide reports on security weekly as well as whenever necessary.
5. Report any developments or circumstances that affect the humanitarian situation or the implementation of humanitarian projects.

### Coordinating

1. Cooperate and coordinate with all CFW staff, as well as with other departments (Administration, Finance, Logistics, Security, etc.) to ensure good internal coordination and subsequent high quality project selection, design, implementation, monitoring and management. Conduct a weekly staff meeting with CFW staff in the area regarding all relevant matters (technical, financial, administrative, security).
2. Coordinate with other programme staff (non-CFW) to ensure the best possible leveraging of impact across programmes.