

Community Self-reliance Centre

Terms of Reference

Position: Campaign Coordinator (CC)	Report to: Campaign Manager/ Executive Director
Location: Kohalpur (70% Field)	Supervision : Campaign Officer, District Coordinator, Full time worker
Purpose of the Position: The CC will be responsible to formulate and manage the overall function of regional level as per the strategy and structure of Community Self-reliance Centre. S/he will prepare regular plans and policies of assigned districts, plan and implement land movement programs in regional level, monitor and evaluate the implemented program and management of regional program and campaign.	
Program Management <ul style="list-style-type: none">• Shed light on organization's strategies and periodic plans to the duty bearers and stakeholders.• Formulate the annual program along with the budget of CSRC and Land Right Forums (LRF) as per the organization strategic plan and issue of the particular region/area.• In response to the need, prepare campaign plans and administer to implement it in the consultation of Executive Director.• To boost the effectiveness/ prepare and implement new plans, strategies and guidelines.	
Partnership Management <ul style="list-style-type: none">• Coordinate with staff, partner organizations and institution to implement the planned activities and accomplish the targeted results.• Increase the technical and managerial capacity building of LRFs to conduct the programs.• With reference to the agreement done with partners, organize partnership review and reflection meetings.	

Monitoring and Evaluation

- Prepare monitoring and evaluation plan and perform the task accordingly.
- Prepare evaluation report upon the implemented activities by LRFs.
- Review, document and share the implemented program and activities.
- Prepare periodic report and submit to Executive Director.

Human Resource and Financial Management

- Carry out all the activities for budget management of the working area.
- Verify the Bill Vouchers and recommend to Executive Director for verifying the documents.
- Make the financial management of the assigned areas transparent, systematic and effective.
- Supervise and mobilize the staff reporting to you.
- Prepare plans and implementation for the capacity development of staffs and front line leaders.

Relationship Development

- Coordinate with NGO, Government Offices, Media houses and CBO's regarding the developed annual plans and objectives.
- In district and regional level, explore the needed financial and human resources required for DLRFs and utilize it.
- Support Executive Director in writing the proposals for fund raising.

Issue on Women in Land Rights

- Prioritize the Issue of "women in land rights" develop and implement programs for capacity development with rationale inputs in policy level.

Other

- Fulfill other additional responsibilities given by Executive Director.
- Represent organization on different programs and meetings.
- Manage the field visits (done by the representative of organization, funding partner, government agencies etc.)
- Be well informed about the organizations code of conducts and follow it accordingly.

Performance Indicators:

- Completion of activities mentioned in annual plan and budget.
- Achievement of the regional objective with its assigned indicators.
- The learning of the region are documented, reviewed and shared
- The monitoring and evaluation plan will be fully implemented.
- Timely submission of periodic and narrative reports as well as event reports.

Minimum qualifications :

- Master's degree in development studies, humanities, management, sociology/anthropology or equivalent subject.
- Minimum three years of work experiences in relevant field