

# Job Description-VAW Prevention Coordinator

<b>Job Title:</b>	Violence against Women (VAW) Prevention Coordinator
<b>Department:</b>	VAW Prevention
<b>Supervised by and reports to:</b>	Co-Director
<b>Duty station:</b>	Raising Voices Kampala Office, with travel when required
<b>Supervisees:</b>	VAW Technical Advisors and Managers

## 1. Overview

<b>Role Overview</b>	In collaboration with the Co-Director, the VAW Prevention Coordinator will provide strategic guidance and inspirational leadership to the Raising Voices' VAW Prevention work, while contributing meaningfully to the overall organizational strategy. The coordinator will shape and advance new programmatic initiatives; guide the implementation, learning and continuous growth of the VAW prevention programing, support organizational learning process; documentations and reporting; anchored in feminist principles provide team management, cultivate productive relationships with various partners.
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## 2. Duties and responsibilities

<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>In collaboration with the Co-Director, develop and refine strategic focus for the VAW Prevention in line with the Raising Voices organizational strategy.</li> <li>Lead periodic strategic reviews and reflections of the VAW Prevention; to further strengthen the strategy.</li> <li>Keep up to date with emerging developments, evidence, and discourse within the VAW Prevention ecosystem.</li> <li>Identify new strategic directions, initiatives, and collaborations for transformative and impactful VAW Prevention work.</li> <li>Enhance synergy across the VAW Practice, GBV Prevention Network and Influencing areas of VAW Prevention and other Raising Voices programs.</li> <li>Embody Raising Voices values and be custodian of the organizational culture.</li> </ul>
<b>Technical Expertise</b>	<ul style="list-style-type: none"> <li>Oversee and provide technical guidance and implementation of the VAW Prevention program and activities that promote quality and innovation in VAW Practice, the Network and Influencing areas.</li> <li>Lead/ support the development of program initiatives and tools that are informed by clear theory, evidence, and feminist principles.</li> <li>Conduct regular program reflections and reviews, processes at organizational, departmental and team levels including the VAW Prevention learning frameworks and ensure application of the learnings.</li> <li>Amplify practice-based learning by leading or and providing support on the development and dissemination of VAW Prevention publications.</li> <li>Lead in proposal writing and development of VAW Prevention programing.</li> </ul>

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	<ul style="list-style-type: none"> <li>Apply effective risk management measures across the VAW Prevention department, where risks are clearly identified and managed using appropriate risk management approaches.</li> <li>Take overall responsibility for the compilation and preparation of activity, annual, donor reports.</li> <li>Oversee the engagement of resource persons and consultants by developing, reviewing, and approving the scope of work and deliverables.</li> </ul>
<b>Finance and, Operational Management</b>	<ul style="list-style-type: none"> <li>Lead the preparation of the work plan and budget for the VAW Prevention department and participate in the organizational budget making processes.</li> <li>Guided by the authorization matrix, review and approve concepts and payments, confirming alignment to work plan, approved budgets, and overall Raising Voices strategy.</li> <li>Review the budget vs actual (BVA) analysis reports for the department, consulting technical advisors as needed, and engage with the finance team during monthly budget review meetings.</li> <li>Budget management - monitor donor spendings and allocations to the department taking into consideration the reporting dates and the end dates.</li> <li>Ensure financial and other resources are utilized efficiently and ensure value for money in all expenditures.</li> <li>Adhere to all organizational policies, systems, and procedures.</li> <li>Participate or co-create staff meetings, staff development sessions, staff retreats, reviews, strategies, and processes.</li> <li>Review and/or submit accountability reports on a timely manner.</li> </ul>
<b>Internal and External Relations</b>	<ul style="list-style-type: none"> <li>Build and maintain mutually productive relationships with partners and other likeminded organizations.</li> <li>In collaboration with the Co- Director, deepen and diversify partnerships with activist/women rights organizations, academic / research institutes, thought leaders, and others.</li> <li>In collaboration with the Co-Director, cultivates effective donor relations.</li> <li>Represent Raising Voices in national, regional, and global forums and events and, delegate team members where appropriate, with appropriate guidance and mentorship.</li> <li>Hold regular reflections with partners to enable strategic evolution of partnership.</li> <li>Work in a feminist, collaborative and accountable way with all members of Raising Voices.</li> </ul>
<b>Personal Growth, Team Supervision and Mentorship</b>	<ul style="list-style-type: none"> <li>Set annual performance goals with the supervisor with intentional growth in your area of work.</li> <li>Take responsibility for personal and professional development and learning in agreed areas.</li> <li>Provide support and supervision of VAW Prevention team, ensuring capacity is strengthened through mentorship.</li> <li>Take lead on the performance management of the VAW Prevention team including support in goals setting and conducting appraisals and review.</li> <li>Cultivate a learning culture within Raising Voices and identify new areas of learning from the implementation of activities.</li> </ul>

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<b>Other</b>	<ul style="list-style-type: none"> <li>Any other related duties assigned.</li> </ul>
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## 3. Competencies

<b>Essential Knowledge</b>	<ul style="list-style-type: none"> <li>In depth Knowledge on women's rights issues and feminist analysis of VAW.</li> <li>Understanding of effective VAW Prevention approaches and the current state of the field.</li> <li>Familiarity with coalition and movement building strategies.</li> <li>Knowledge of various learning methods and ways of knowledge generation.</li> <li>Good understanding of program coordination and financial management including oversight of large budgets.</li> </ul>
<b>Essential Qualities and Skills</b>	<ul style="list-style-type: none"> <li>Strategic thinking and planning to grow programs while ensuring relevance and impact.</li> <li>Commitment to, and experience in leading with feminist values to shape and sustain a diverse, inclusive program and organizational culture.</li> <li>Ability to provide technical assistance, coaching and mentoring, adapting to needs and levels.</li> <li>Ability to develop dynamic and influential relationships with teams and partners.</li> <li>Capacity in production and dissemination of publications and communication campaigns.</li> <li>Exhibits high levels of professionalism, attention to detail, critical thinking, and ability to make timely decisions.</li> <li>Keen appreciation of quality and standards with ability to take responsibility for delivering results.</li> <li>Proficiency in French language is an added advantage.</li> </ul>

## 4. Others

<b>Education</b>	<ul style="list-style-type: none"> <li>Minimum - BA Degree in development, social work, gender, human rights fields, or any other related area.</li> <li>MA is an added advantage.</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>Over 11 years' experience working with an NGO and substantive experience in VAW Prevention; at least 6 of which should be in program leadership.</li> <li>Strong track record of technical leadership, and proven ability to produce demonstrable results.</li> </ul>