

**Position: LGA Team Lead**

**Responsible to: Project Officer**

**Location: Bade/Damaturu, Yobe State**

**Line Management: Community Field Monitors**

**Grade: 5**

**Job Purpose**

The post holder will be responsible for overseeing and coordinating the implementation of project activities and programs within the LGA to ensure that project objectives are met effectively and efficiently while liaising with stakeholders to address community needs and issues and ensuring compliance with organizational policies and standards.

**Specific Responsibilities**

* Under the supervision of Project officer, the LGA team lead will communicate AAN’s values and vision to the LGA Field Team.
* Offer team management and leadership both within the team and across the broader LGA.
* Create a detailed monitoring plan for the assigned LGA in collaboration with the Project officer and relevant stakeholders.
* Arrange and coordinate field visits to project sites within the LGA to ensure thorough oversight of project activities.
* The LGA Team Lead will oversee field monitoring activities, ensuring adherence to the monitoring plan and methodology.
* Oversee the use of the proper communication to provide regular updates on activities and offer support and follow-up on identified challenges.
* Ensure compliance with project objectives, guidelines, and ethical standards in all activities is maintained throughout the existence of the project at the LGA level.
* Ensure timely and effective communication of field activities, work order progress, and other key findings.
* Build and sustain relationships with key stakeholders in the LGA, including local government authorities, community leaders, and project beneficiaries.
* Provide direction and support to local monitors and field staff engaged in monitoring

activities.

* Any other duty or responsibility assigned by line manager

**Key Working Relationships**

**Internal Relationships:** Entire AAN staff

**External Relationships:** Communities and other stakeholders

**Persons Specifications**

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| **Attributes/Skills** | **Essential**  | **Desirable** |
| **Education/****Qualifications** | * Minimum of National Diploma in Social Sciences/ Art or related field.
 | * Membership of relevant professional bodies and agencies or certifications.
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| **Experience**  | * Minimum of two (2) years’ experience working in humanitarian responses context.
* Previous experience in Third-Party Monitoring (TPM) is an asset.
* Proven experience in monitoring and evaluation, preferably in a humanitarian sector.
* Strong skills with the Microsoft Office Suite (Word, Excel, PowerPoint), Google Drive, and other cloud-based software tools.
* Strong analytical and technical writing skills.
* Proven experience collecting information using hand-held GPS devices.
* Proven experience using ODK for quantitative data collection
* Proven experience conducting focus group discussions, or the ability to learn rapidly
* Proven experience in stakeholder engagement.
 | * Related experience on WFP funded project

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| **Skill Abilities** | * Strong communication and writing skills.
* Excellent report-writing skills
* Ability to guide and motivate a team effectively.
* Highly numerate
* Problem solving skills
* Negotiation skills
* Excellent research and analytical skills
* Proven strong and charismatic management and leadership skills and experience.
* Excellent strategic planning skills
* Demonstrable IT skills
* Stakeholder Engagement.
* Appreciation for confidentiality
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| **Personal Qualities** | * Excellent leadership and coordination skills
* Excellent knowledge on the management key stakeholders and community mobilisation.
* Ability to work under pressure in a multicultural and complex environment.
* Ability to produce reports and high-level conflict analysis.
* A strong commitment to poverty reduction, accountability and good governance works.
* A team player.
* A strong commitment to human rights and socio- economic justice and proven track record in exercising human rights.
* An appreciation of the need for innovative ways of learning and knowledge development.
* Excellent interpersonal skills.
* Flexibility to travel.
* Willing to work additional hours at crucial times.
* Self-motivated person able to work without close supervision.
* Effectively promote AAN’s mission, values and objectives
* Able to work effectively in a diverse team environment.
* Able to work accurately, with attention to details
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**Signed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LGA Team Lead**

**Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Project Officer**