

Vacancy Project Coordinator – VNG International

<p>Proposed function</p>	<p>Project Coordinator</p>
<p>Aim of this assignment</p>	<p>VNG International is the International Cooperation Agency of the Association of Netherlands Municipalities. Founded in 1993, it is a dynamic organization annually managing around 60 projects and programs worldwide. VNG International are experts in strengthening democratic local government and implement projects in the field of public service delivery, public participation and local economic development.</p> <p>VNG International is working on St Maarten in the context of the recovery and reconstruction efforts after hurricane Irma in 2017. In that context, we are preparing a new project, “Fostering Resilient Crisis Management” supporting the government of St Maarten in crisis management and response. This project will have an implementation period of 18 months and will have the following objective: <i>To improve capacities of government entities in St Maarten in the fields of crisis management, information management and human resources and capacities in order to anticipate and adapt to crises, provide for a swift response in future calamities; and to work towards self-sufficiency in the field of crisis management training by setting up a knowledge center.</i></p> <p>This will be realised by achieving the following outputs:</p> <ul style="list-style-type: none"> ▪ A netcentric crisis information management system in use with new function profiles and a functional back office and information system; ▪ A training and education strategy for staff in crisis management under implementation; ▪ Standard operating procedures for various types of crises (scale, severity, type) are developed and trained; ▪ A proposal for regional crisis coordination is completed. <p>Work will be done together with the government of St Maarten, its disaster management section, the different ESF-groups and EOC and the National Disaster Coordination. In addition, coordination and alignment will be sought with the CDEMA-network, UNDP and other relevant project partners.</p> <p>Expertise will be provided by a team of international as well as local experts and consultants. However, a Project Coordinator will be necessary to organise and follow-up on support activities with the government and to maintain day-to-day contact with the most important stakeholders. Therefore, VNG International is looking for a full-time Project Coordinator starting January 2022.</p>
<p>Activities to be performed</p>	<p>The Project Coordinator will be responsible for, but not limited to:</p> <ul style="list-style-type: none"> • Manage, monitor and supervise the “Fostering Resilient Crisis Management” project on St Maarten; • Supervise and coordinate all tasks and responsibilities under the project: <ul style="list-style-type: none"> ○ Overall planning of the project, including financial management and budgeting of activities; ○ Drafting of terms of references for international and local experts; ○ Selection & recruitment of local experts (international experts will be recruited from the home office); ○ Coordination with VNG International home office in the Netherlands; ○ Procurement of services, goods and works (as and if required);

	<ul style="list-style-type: none"> ○ Overall communication and visibility (e.g. website), including awareness raising of the project on St Maarten; ○ Coordination of Knowledge Center with regards to content (i.e. bundling training materials used in the project and coordinating their final publication in the Knowledge Center) and visibility (i.e. ensuring liveness and use of the platform amongst Government staff); ● Providing expertise and know-how as an expert in crisis management; ● Ensure good and regular communication with all project partners including the government of St Maarten, regional networks, the client of the project and the Dutch Representation Office in Philipsburg/Sint Maarten (VNP); ● Representing VNG International on St Maarten.
Verifiable deliverables	<p>The Project Coordinator has direct responsibility for the timely delivery to VNG International of the:</p> <ul style="list-style-type: none"> ● Bi-annual work and activity plans; ● Activity reports and proposals for follow-up; ● Bi-annual budget breakdowns and budget forecasts; ● Bi-annual communication and visibility plans; ● Bi-annual overall project progress reports.
Written reporting requirements	<ul style="list-style-type: none"> ● Narrative of the technical progress reports as required by the client (bi-annual reports and final report); ● Monthly publication in the Knowledge Center of package of training materials used by experts within the project; ● Any additional reports the client considers necessary for the management of the project.
Reporting Lines	<ul style="list-style-type: none"> ● The Project Coordinator will be the day-to-day representative of the project on St Maarten; ● The Project Coordinator will report to the Project Director at the VNG International home office.
Minimum qualifications	<ul style="list-style-type: none"> ● A minimum of 10 years of relevant working experience in crisis management and response; ● Proven experience in (international) project management; ● Proven experience in at least 2 of the following fields: <ul style="list-style-type: none"> ○ Information management prior and during crisis situations; ○ Crisis simulations and exercises (including the preparation and execution of live drills); ○ Organizational models and procedures for crisis response; ● Familiarity with the current crisis management structure within government of St Maarten; ● Proven experience in building up government capacities and knowledge; ● Experience in preparing, implementing and monitoring trainings, workshops, international exchanges, and other project activities; ● Experience in setting up and implementing monitoring and evaluation systems; ● Excellent English writing skills; ● Good understanding of inter-governmental relations in the field of disaster and crisis management within the Kingdom of the Netherlands is a plus.
Approximate number of working days	Full-time

Period of the assignment	1 January 2022 – 30 June 2023
Place of the assignment	St Maarten
Interested?	Interested and qualified experts can submit their CV and cover letter to elger.vermeer@vng.nl – no later than 2 January 2022 .