

## > *Field Coordinator*

### > *Sarajevo*

> **Reporting to:** *Bosnia & Herzegovina Programmes Manager*

> **Contract Length:** *8+ Months*

> **Start date:** *8th July 2024 (handover begins 24th June)*

#### > **Role Objective:**

A Field Coordinator manages the implementation and coordination of a Collective Aid field project, including the day to day operations. The Field Coordinator reports back to the Programmes Manager in the fulfilment of the project's goals and is in charge of defining objectives for the team on shifts and overseeing volunteers going out on distributions.

Collective Aid's project in Sarajevo currently provides basic NFI aid to people on the move across the city. Our team is also a part of the Border Violence Monitoring Network, collecting testimonies of internal and border violence. The Project Coordinator is in charge of ensuring the project runs smoothly and efficiently, and adapts to the changing needs of the population in the region.

**> Collective Aid Bosnia:**

Collective Aid is a grassroots organisation that provides NFI from the city of Sarajevo. The Bosnia programme is one of Collective Aid's most experimental programmes that requires dynamic and flexible management.

Collective Aid provides essential aid to people on the move. The people we serve suffer from state neglect and lack of access to basic services such as access to shelter, clean water, food, healthcare and basic non-food items (NFI) such as clothes, sleeping bags and tents. The project is therefore frequently responding to testimonies of violence.

The project provides a form of mobile NFI distribution, alongside border violence testimony collection, and glasses prescriptions.

**> Working in Bosnia:**

It is relevant that applicants are aware we work in a criminalised context. Collective Aid operates entirely legally and transparently in total observance of the laws of the countries in which we work. Nonetheless due to the work we do and the demographic we provide services to, the work we do is stigmatised and subject to a range of pressures. These pressures can result in interactions with law enforcement and hostile members of the public.

As the Field Coordinator, applicants will be expected to be aware of these pressures and represent Collective Aid Safeguarding, Security and Criminalisation procedures.

**> Long Term Tasks:**

The Sarajevo Field Coordinator spends three days per week in the office and two days in the field.

- Ensure that the overall strategy and goals for the project are being executed in the field.
- Carrying out quarterly needs assessment and coordinating appropriate field implementation.
- Prepare the service dynamics report and security dynamics reports for quarterly reviews.
- Meetings with journalists and photographers visiting the programme.
- Managing stock planning for the year through coordinated long term stock meetings.

**> Monthly Tasks:**

- Ensuring proper fleet management and the proper maintenance of vehicles.
- Ensuring stock tracking and distribution debriefs are completed, checking monitoring and evaluation data to inform on decision making and identify trends related to distribution dynamics.
- Updating translations of outreach and information sheets
- Promoting CAs activities in the local community through fundraising and awareness-raising
- Facilitating the development of communications and social media content.
- Convening Stock Planning Meetings, attending international Collective Aid meetings, attending Interassociational meetings.
- Coordinating the reporting for the Border Violence Monitoring Network in the field.
- Supervise and guide the officers and volunteers, providing direction and support, occasionally redeveloping role descriptions as needed.

**> Daily and Weekly tasks:**

- Supervision of the daily distributions, checking distribution debriefs and action points, ensuring briefings occur and enforcing of safeguarding protocols.
- Developing weekly distribution schedules.
- Regular restocking to ensure the volunteer house is appropriately stocked.
- Closely work with the Human Resources Manager on onboarding new volunteers, training new volunteers and training team leaders - being prepared to regularly answer protocol questions.
- Communication with other associations and representing the field project at regular inter association meetings.
- Supervision over conduct and messaging on the work phone, advancing Collective Aid principles of appropriate and ethical communication.
- Managing the team in Sarajevo and ensuring the team uphold high safeguarding standards
- Taking damaged or faulty vehicles to the mechanic and liaising with mechanics.
- Repairing or replacing damaged distribution equipment.
- Attending weekly Sarajevo Coordination Meetings, weekly meetings with the Manager, and regular stock management meetings.

**> Compensation:**

The Sarajevo Field Coordinator receives a salary of €450 per month, one free meal a day and a rent-free space in the organisation's volunteer house. The handover period is unpaid. The coordinator is currently based in Sarajevo, subject to programme requirements.

**> Applications:**

Please send a CV and Cover Letter to the Human Resources Manager: [hr@collectiveaidngo.org](mailto:hr@collectiveaidngo.org)

**> Skills:**

Excellent organisational skills, volunteer management skills and communication skills, Budget handling experience, Flexible approach to work, Workable knowledge of google sheets and docs is essential, Experience with field work, especially distribution or hygiene related projects, Experience driving vans highly desirable.

**> Expectations:**

Fluent in English, knowledge of Pashto, Arabic, Farsi, Turkish, French or Bosnian/Croatian/Serbian is an asset, ability to work under pressure in a fast-paced environment, Previous field work experience with a grassroots NGO supporting displaced people, Previous experience with NFI distribution and warehousing, Previous experience with M&E, Can commit for eight months, Manual drivers licence

Collective Aid has a zero tolerance towards abuse of power, exploitation, bullying, harassment and discrimination and towards fraud and corruption. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to Collective Aid's safeguarding policy both during work hours and outside work hours. Therefore, all offers of employment are subject to satisfactory references and screening checks. Collective Aid participates in the Misconduct Disclosure Scheme, this scheme requires us to seek information about any misconduct committed by a candidate with any previous employers.