

JOB DESCRIPTION FOR LCN WOMEN AND CHILDREN COMMISSION COORDINATOR

JOB TITLE: COMMISSION COORDINATOR

REPORT TO: PROGRAMMES DIRECTOR

BACKGROUND

The Lesotho Council of NGOs (LCN) is dedicated to offering supportive services to its members through networking, leadership, information, training, coordination and representation of their interests when dealing with Government, international NGOs, donor agencies and others.

LCN Members have been classified and organized into now 6 Sectorial Commissions for effective coordination, leadership and management of member programmes. The main objective of establishing Commissions is to group NGOs with similar objectives and/or programmes together to facilitate networking among members and as well as coordination. The Commission Coordinator will report to the Programmes Director for the following key responsibilities:

PRIMARY RESPONSIBILITIES

KEY PERFORMANCE INDICATORS

<p>1. Provides strategic leadership in the development of policy advocacy on actions of NGOs in the women and Children Commission at local, national and regional levels</p>	<p>a) Strengthen Commission Members and Partners for comprehensive quality programming on policy advocacy work aimed at poverty reduction and gender equity. b) Position papers c) Link Commission Members and Partners for collective actions and campaigns. d) Monitoring, Evaluation and Reporting Plan</p>
<p>2. Provides technical guidance in the development and implementation of Commission programmes of actions</p>	<p>a) Action plans b) Technical guidance reports c) Monitoring reports d) Monitoring visits reports</p>
<p>3. Coordinate collective action activities and networking by Commission members.</p>	<p>a) Commission consultative meetings minutes b). Minutes with Line Ministries, Partners and other relevant institutions. c). Partnership/agreements documents</p>
<p>4. Strengthens the capacity of Commission members and Partners on issues of economic literacy, gender equity and women and children participation</p>	<p>a) Technical guidance reports b) Gender and Children Budget analysis and tracking reports c) Public forum and lobbying reports d) Social audits and score cards reports e) Monitoring reports f) Monitoring visits reports</p>
<p>5. Strengthens the capacity and know-how of citizens to effectively support the cause of women and children participation in the formulation and implementation of</p>	<p>a) Technical guidance reports b) Monitoring reports c) Monitoring visits reports d) Link Commission members and partners to</p>

national development policies	campaigns for women and children rights
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Programs Coordination key Responsibilities	Key Performance Indicators
1. To facilitate Networking and collective action amongst Commission members and across Commissions.	a) Commission and Partners Collective action strategy document b) Monitoring, Evaluation and Reporting Plan
2. Facilitates the effectiveness and efficacy engagement of the Commission members in Public and Decentralising Programming	a) Annual plans b) Consultative meetings minutes c). Minutes of meetings with Line Ministries, Community Councils and other relevant institutions d). Partnership/agreements documents
3. Support and implement European Union funded Project on Non State Actors and Decentralisation.	a) Progress Monitoring reports b) Technical assistance and training reports c) Monitoring visits reports. d) Monthly program budget reviews e) Ensure timely submission of contractual progress and financial reports
4. Ensure that the Commission is functional	a) Keep an up-to date membership database. b) Ensure regular meetings. c) Regular scanning of the Women and Children issues in order to regularly update members.
5. Performs Secretariat functions to the Commission.	a) Invitations for meetings send on time. b) Logistics for the meetings arranged c) Minutes of the meetings taken and available d) Minutes send to members e) Prepares Commission activities reports for the Executive Director
6. Ensure information flow amongst members, other programs and commissions as well as key partners	a) Information strategy and flow chart available and implemented