

## DRAFT

## JOB DESCRIPTION

COSPE COORDINATOR/ RESPONSIBLE of the project

COSPE RESIDENT REPRESENTATIVE

~~In accordance~~ The coordinator/ responsible on behalf of COSPE must:

1. be responsible, <sup>together</sup> with the counterpart, <sup>toward COSPE</sup> of the implementation, management, effectiveness of the actions provided for the project; depending by the local actions and decisions.
2. coordinate constantly him/herself with his/her counterpart (responsible/coordinator ANC/Director of the Women Multipurpose Centre) in the management of the proj., overall and day-by-day.
3. coordinate, <sup>together</sup> with the counterpart, respecting the main objectives and the detailed objectives of the single actions, all the other experts and consultants provided for the proj. and the other eventually required during the implementation.
7. administer and be responsible of the best utilization of the funds locally available, jointly with the counterpart.
5. schedule the activities with the counterpart, accordingly to the needs, the activities, the objectives and the timetable of the proj.
8. manage, with the counterpart, the personnel involved, taking care of the effectiveness of the given jobs and their duty
4. care constantly the partnership with the ANC, referring to the department and responsables involved, at different level, as indicated in the protocol of agreement COSPE-ANC
6. to organize and provide for the operations, jointly with the counterpart, accordingly to the needs and the actions of the project.
9. verify periodically and constantly, jointly with counterpart, the actions of the project.
10. send montly reports to the COSPE headquarters.
11. communicate constantly with the project officer in Italy, and inform the COSPE of any delay in envisaged time table.
12. collect and provide carefully the local documentation (financial ~~and~~ administrative and official
13. assist and prepare, with the counterpart, all the monitoring visits required by EEC, COSPE, ANC.
14. establish and constantly take care the COSPE and the project relationship with the involved ministries and offices of the Tanzania Government, the CEC-EEC and the diplomatic representatives, the other donors, in order to obtain the best cooperation.



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JOB DESCRIPTION

ANC COORDINATOR / responsible of the project

DIRECTOR OF WOMEN MULTIPURPOSE CENTRE

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The coordinator responsible on behalf of ANC must:

1. symmetrical

2. "

3. =

4. ~~to~~ care constantly the partnership with the COSPE, as indicated in the protocol of agreement between COSPE-ANC

5. =

6. =

7. =

8. =

9. =

13. =

- promote and facilitate the widest participation of the women to the activities of the Centre and in the decision-making process.
- promote . the initiative, individual and collective of the women, in order to facilitate the process of self-reliance.
- promote the best commitment and the costance of the women in the training activities.
- coordinate the activities of the Centre with the others existing in the Camp
- plan feed-back actions in order to verify the actions of the Centre and the effectiveness of the women participation.
- facilitate the access of the Centre and of the women to the resources existing in the camp.
- valorize the competences and the skills (formal and informal) of the women
- (ANC)...
- (ANC)...



DRAFT

Job description

COSPE coordinator and ANC coordinator are the two actual executors of the project on the spot and they will work in close coordination and cooperation bound by the common objectives of the project and the principles of the genuine development of women.

COSPE COORDINATOR-RESPONSIBLE

Will be the Chief Technical Adviser of the project and as such:

1. Will be the main resource person endowed with special knowledge and skills in Management and Administration and will impart this knowledge on the ANC counterpart
2. Will act as the bank of information to the experts, participants and the Director
3. In relation to the Director - between the two there will be complete exchange of views and information related to the Centre in any way
4. Same
5. Will participate in the administration and management of the Centre only with the full authorisation of the Director
6. Same
7. Same
8. Will consistently guide the Director towards the objectives using the progressive and advanced methods known to him/her.
- 8a. Will ensure realisation of the staff development programme devised jointly with the Director
- 9-14 Same



## COMPETENCES AND SKILLS

coordinator responsible/~~women~~ Director of the WMP Centre (1 year)

SA

- organizational and management capability (already experienced)
- capability in training, vocational training (already experienced)
- wishable administrative capability
- full time job/ commitment

expert in training and career orientation (~~two~~ ~~three~~ months)

/B ✓

SA

- experienced in the field (orientation to formal and informal sectors)
- capability in aptitudinal tests
- deep knowledge on present South African situation

expert in training (~~italian~~)

expert in construction/building (~~italian~~)

coordinator responsible (~~italian~~)

Dynamic contact & periodic evaluation of the agreement will be carried out by The PD & COSPS personnel at Durban to ensure its impl.  
8 . . . . .



# Draft Job Description.

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## COSPE COORDINATOR.

Will be the ~~Chief~~ Technical Adviser of the project and ~~assessing~~ on site Coordinator for COSPE and as such:

1. Will be the main resource person endowed with the knowledge and skills required for the administration and activities of the Centre
2. Will participate in the administration impart skills, knowledge and methods of administration ~~and~~ management ~~and~~ training to the Director, ~~and~~ staff and participants ~~in~~ ~~administration~~ ~~each~~ ~~year~~ of the Centre
3. Will jointly with the Coordinator ensure full financial effective use of locally available funds and full financial accountability.
4. Will ~~participate~~ participate in ~~supervision~~ <sup>administration</sup> of staff and activities of the Centre ~~as~~ <sup>as</sup> ~~delegated by~~ <sup>on request</sup> from the Director

1. Will be responsible toward COSPE for ensuring implementation <sup>and reporting</sup> of all aspects of the Project ~~work~~.
2. Will set up and ~~coordinate~~ <sup>manage in consultation with the Construction and Planning Dept</sup> a Site Office for the construction of the MPC.
3. Will together with the Director and other ARIC ~~structures~~ Projects Dept, Const & Plan. Dept and NWS draw up a detailed schedule of activities or Work Plan for the implementation of the Project in both the construction phase and the operating phases.
4. Will ensure the



ACCT 105-012 512 01

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1-tide of migration. most talented people!

- Deep problems of infrastructure created for 5 mln white.
- University field.
- Impact for business. "raped by SA business."
- proliferation of small arms ← end of Cold War.

1. Made in EC or ACP → container.
2. Wages not likely to be accepted.
3. Like to have COSPS registered in TZ.  
As EC project right to duty free.

Supporting info letters. One resident in T2, ~~one~~

ATK JAWA →

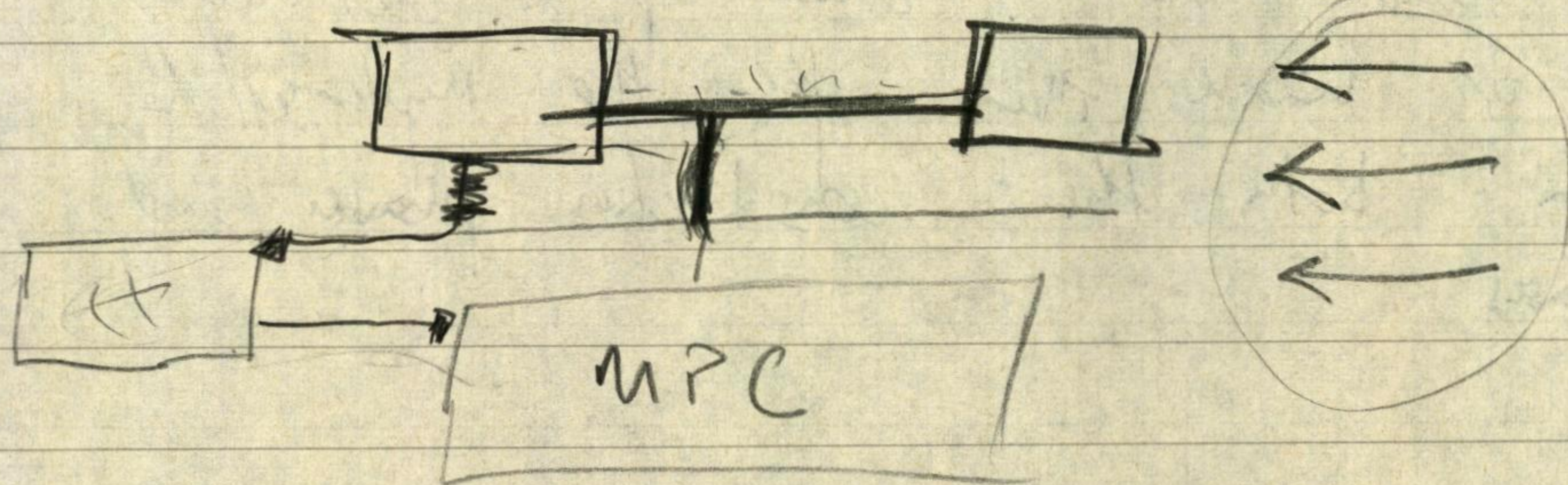
Savro. } w/s.  
Dirch.  
Cord.

Carver.

app

Career guidance & counselling - immediate.

Man structure





# Draft Job Description.

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Director. ANC Multi-Purpose Women and Children Centre.

Will be the chief administrator - manager of the Centre and as such:

~~Will coordinate with the COSPE Coordinator on all aspects of the implementation~~

1. Will assume full responsibility for the effective & efficient management of the running of the Centre and <sup>coordination with other structures in</sup> ~~the area~~.

2. Will work, <sup>in close consultation</sup> ~~closely~~ with the <sup>COSPE</sup> Coordinator, to set up and run an administrative structure for the implementation of the objectives of the Centre.

3. Will seek to constantly to <sup>study</sup> ~~learn~~ and apply in his/her practice the <sup>principles, skills</sup> ~~methods~~ and methods of the Chief Technical advisor

4. Will be responsible for the supervision of all staff ~~and~~ including experts and consultants ~~and~~ in the day to day <sup>administrative</sup> ~~running~~ of the Centre and implementation of various programmes.

5-6 Will be responsible, <sup>jointly</sup> ~~together~~ with the COSPE coordinator, for the effective use of ~~and~~ <sup>and accounting for</sup> ~~administration~~ of locally available funds

7. Will together with the Coordinator and other ANC structures like the Projects Dept and Planning Dept draw up a detailed <sup>Schedule of activities or work</sup> Plan for the implementation of the project in both the construction and <sup>planning</sup> ~~operating~~ phases.

8. Will ensure <sup>proper record keeping and</sup> the availability of all information for project accountability to both ANC and COSPE.

9. Will provide quarterly progress reports to the ANC Projects Department <sup>monitor progress,</sup>

10. Will together with the COSPE coordinator provide reports and facilitate evaluation of the Project as per the project agreement.

11. Will be responsible for ensuring that systematic recruitment takes place of experts, trainers, instructors etc for the activities <sup>at Dakaon</sup> of the Centre and ~~that they~~ for ensuring their well being according to the terms of contract.



could guide this involvement which among others include a non-partisan, participatory, planned approach that moves beyond the <sup>reactive,</sup> approach to development while drawing on the experiences of int. agencies we must ensure that we maintain our independence & control over the dev. process.

When should this process ~~begin~~ of involvement begin?

If it begins now does the ANC see itself as an intermediary between the int 1990s & the dev. actors in SA?

My personal ~~view~~ (not ~~mine~~)

Let me stop here. I have looked briefly at two aspects of the struggle for a democratic SA. The contest for pol. power & the contest for ec. power.

I hope this will serve as a basis for a discussion.