



KOUDMEN SENT LISI Programme Coordinator

The St. Lucia Social Development Fund (SSDF) is seeking a suitably qualified person to fill the position of Programme Coordinator to the Koudmen Sent Lisi Programme.

a) BACKGROUND

The Government of Saint Lucia (GOSL) has successfully pursued the reform of the social protection system, by undertaking a number of initiatives which aim to strengthen the system. Under the leadership of the Ministry of Equity, Social Justice and Empowerment (MoESJE), Saint Lucia is positioned to improve social protection services across Saint Lucia. The Ministry completed its review and update of the country's Social Protection Policy, a process which resulted in the National Social Protection Policy 2022-2030 (NSPP 2022-2030). A key objective of the policy is the reduction of poverty, vulnerability, and deprivation in the overall population and among individuals belonging to life-cycle groups. Additionally, a Strategy for Graduation from Social Assistance in Saint Lucia (GS 2022-2030) was also developed which provides the Ministry with a framework for providing services that will enable increased economic inclusion and empowerment among poor and vulnerable households. This framework will allow for the more efficient implementation of the Koudmen Sent Lisi (KSL) programme which started in xxx with an aim to support indigent households in the hope of rendering them non poor and no longer in need of the Public Assistance Cash Transfer Grant.

The Koudmen Sent Lisi (KSL) is a flagship programme being implemented by the Saint Lucia Social Development Fund (SSDF) in collaboration with the Ministry of Equity, Social Justice and Empowerment and other social partners, with the aim to provide comprehensive multidimensional support to poor and indigent families, in order to elevate them out of poverty. The programme is being relaunched and will involve a harmonisation with the Public Assistance Programme. The KSL will also serve as the main graduation support initiative for the Ministry of Equity and by extension the Government of Saint Lucia.

The Programme Coordinator for KSL will take responsibility for the day to day operations of the programme, working under the supervision of the Director for the SSDF and Permanent Secretary of the Ministry of Equity, Social Justice and Empowerment. Eligible candidates are invited to indicate their interest in serving as coordinator, to enable the efficient implementation of this programme.

b) SCOPE OF SERVICES

The Programme Coordinator (PC) shall be responsible for the leading, planning, organizing and controlling the day to day operations of the Koudmen Sent Lisi Programme. The Programme Coordinator must work in close collaboration with other team members of the SSDF and MoESJE, partners and other stakeholders within the social protection system. Consequently, the responsibilities of the Programme Coordinator will include, but are not limited to:

1. Lead the process of preparing Koudmen's work programme, by consulting with the Executive Director, Project Implementation Team members, and other stakeholders, to ensure the development of a sound blueprint for the attainment of programme objectives.
2. Oversee the implementation of work programmes of Koudmen Sent Lisi by ensuring that the activities executed and results attained are consistent with approved policies, strategies and plans of the MoESJE, and programme governance principles of the SSDF, to ensure effective attainment of objectives within an agreed timeframe, budget, and deliverables.
3. Report to the Executive Director regularly and compile monthly reports, on the implementation of the work programme, the effectiveness of policies and procedures, the use of financial resources, along with other operational matters, to ensure that the Executive Director is apprised of operational matters and to guide decision making.
4. Supervise the work of the Family Case Workers (FCWs) both in the field and in office, ensuring application of the Operations Manual to daily practice, application of all eligibility, data collection and evaluation tools and facilitating frequent individual and group FCW meetings.
5. Review and provide feedback to enable best practice among case workers for the generation of reports, case notes and case files.
6. Lead FCWs in the effective application of case management practices, in the formulation of strategies and interventions to support beneficiary households and address the challenges faced by the members within the beneficiary households, thereby reducing risk and positioning families to succeed and meet their established goals.

7. Follow up if necessary, on beneficiary families/households referrals to other social services agencies by soliciting feedback from FCWs on the status of referrals, in order to ensure the requested support service is received by families.
8. Maintain and strengthens the network of partners providing support for the implementation of the programme, by managing the communication flow with partners, to ensure that members of the network remain committed to providing requisite support services.
9. Organise all the necessary logistics for capacity building and train the trainer workshops for FCWs. This includes ensuring that the venue is secured, sitting accommodation is in order, facilitator is confirmed, stationery and audiovisual equipment is available, and the requisite catering and transportation arrangements are confirmed in order to ensure that the training is executed successfully.
10. Support advocacy and communication activities of the programme.
11. Work closely with the Procurement Officer in the effort to procure materials, equipment and supplies by constantly consulting and dialoguing with the Procurement Officer, to ensure adherence to the established procurement procedures and standards.
12. Provides Monitoring and Evaluation (M&E) support to the M&E Officer in the execution of the M&E plan for KSL by facilitating data collection, to ascertain whether project performance indicators have been met or are on course to being met, and lessons learnt are documented.
13. Perform other duties as may be assigned by the management of the Saint Lucia Social Development Fund.

c) SKILLS AND KNOWLEDGE:

1. Knowledge of social policy, project management, monitoring and evaluation
2. Knowledge of Social Legislation relating to children and families.
3. Good knowledge of Social Work.
4. Assessment and crisis intervention skills.

5. Commitment to work with a multi-disciplinary team and record of accomplishment in community based work.
6. Demonstrated level of maturity to cope adequately with the problems and challenges encountered in the field.
7. Ability to conduct research and analyze data.
8. Excellent report writing skills.
9. Stakeholder networking and mobilization skills.
10. Ability to speak English and Creole fluently.
11. Proficient in the use of Microsoft word and excel programmes.

d) CONDITIONS

1. Normal work hours Monday to Friday 8:00 a.m. to 4:30 p.m.
2. Required to work beyond the normal working hours.
3. Required to remain current on developments in Social Work.
4. Travelling allowance will be paid in accordance with approved rates.
5. Required to exercise a high degree of integrity, confidentiality and professionalism in the conduct of duties.
6. Accommodation and institutional support will be provided by SSDF.
7. Required to demonstrate a high level of political acuity.
8. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.

e) **EXPERIENCE AND QUALIFICATIONS**

The Programme Coordinator should have a minimum of the following qualifications:

- (a) A Graduate Degree or commensurate qualifications in the Social Sciences with a minimum of five years' experience in the coordination, management, and implementation of social protection programmes/projects.
- (b) Certification in Project Management, Data Analysis and Management and or Project Monitoring and Evaluation.
- (c) At least two years' experience working within the social protection beneficiary systems, and implementing programmes/interventions that build capacity and strengthens human capital, experience in mainstreaming gender in such programmes would be an asset.

Deadline for applications for the posts of Programme Coordinator is **4:00 p.m.**

10th November, 2023

Completed application forms should be submitted to the:

**Executive Director,
Saint Lucia Social Development Fund,
Colony House
John Compton Highway
P.O. Box Choc 8180
Castries, St. Lucia
E Mail: info@slusdf.net**

Only suitable candidates will be acknowledged.

Please be advised that only the candidates with the best qualifications and experience will be short listed for interviews. Therefore, candidates who meet the minimum qualifications and experience may not be considered for an interview.