



Roles Description – Project Coordinator (Vanuatu)

October 2024

ABOUT FIELD READY

Field Ready is an international non-governmental organization dedicated to empowering people living in complex environments to make the things they need, where they need them, when they need them. We do this by bringing innovation to international disaster relief and increasing the capacity of local supply chains in aid and development.

Our vision is to meet humanitarian needs by transforming logistics through technology, innovative design, partnerships with local manufacturers and leading relief organizations, and engaging people in new ways. We make useful items to solve problems locally using the latest technology, as well as traditional local manufacturing. We build capacity to extend this impact and enable others to foster their own resilience. In the long term, we are building an organization that can respond to need wherever it may be most felt. The impact of this will be dramatically improving the efficiency of aid delivery by meeting people's needs where they experience them whether at an underserved health clinic, remote distribution point, or evacuation center. Field Ready is a US-based 501c3; more information can be found at www.fieldready.org.

POSITION SUMMARY

Field Ready has established a regional hub in Fiji and laid a foundation in several other Pacific countries over the previous 5 years and is now scaling up our work in the Pacific Islands region. This will entail a presence in terms of its activities and administration in other countries in the region. We are seeking a talented officer to join Field Ready's team to be based in our Port Vila, Vanuatu Office with a mandate to assist in building our program there and in the wider Pacific region and to continue with Field Ready's work.

A key part of this role will be to liaise closely with disaster preparedness and response agencies (government and non-government) and local business to promote our mission of increasing local procurement of supplies and skills in disaster, climate change adaptation and development work in the country.

RESPONSIBILITIES

The following are illustrative responsibilities that are expected to evolve over time, depending on organizational and programmatic needs. The responsibilities include but are not limited to:

1. Coordinate project activities in Vanuatu in collaboration with Field Ready's project personnel and partners.
2. Actively promote local procurement of aid and development supplies by the government and international aid sector through developing and fostering partnerships between local business, government and international aid organisations on promoting and supporting innovation and localisation of aid skills and supplies.
3. Coordinate training and information workshops, including the logistics of organizing the venue; participant travel, board, and lodging; printing of materials, etc.
4. Prepare workshop and monitoring reports.
5. Prepare input for mid-year and annual narratives and financial reports in collaboration with project partners in Vanuatu, WASH Cluster group and local suppliers.
6. Liaise with other Country Coordinators in Fiji, Solomon Islands and Samoa.
7. Raise awareness of WASH Products, Mobile Makerspace Unit and monitoring activities taking place in the Port Vila- Vanuatu (by, for example, coordinating media campaigns, writing content for the Field Ready Blogs, Social Media posts and any other communication information needs, attending and presenting at relevant meetings, etc.)
8. Attend WASH Cluster and other Cluster meetings and provide update as required.
9. Other tasks, as required by Field Ready's Regional Program Manager or their designate.

REQUIREMENTS & QUALIFICATIONS

The following are the qualifications needed to have:

1. 10+ years experience in project administration and management, including writing reports, and financial administration.
2. Experience in organizing events, and training workshops.
3. Experience in contributing to effective communication strategies including newsletters, reports, websites, etc;
4. Excellent oral and written communication skills in English, and at least one additional official language in Vanuatu (French or Bislama).
5. Understanding and have the experience or some knowledge of working during disaster response, WASH, Gender equality and Inclusion.
6. Experience communicating and collaborating with various stakeholders, including employers, employers' associations, government officials, and non-government organizations;
7. Willing to travel within the region.
8. Vanuatu Citizen or Resident.

Preferred

1. A university degree in Administration, some Tech Communication skills, and disaster response training or other related discipline

2. Experience with information technology software, and other research tools and methodologies
3. Disaster response experience

How to Apply:

The position will be based in Vanuatu and offers compensation commensurate with the candidate's qualifications and experience. However, the employer will not cover moving or relocation expenses for the successful candidate.

We encourage applications from women, ethnic minorities, and other marginalized groups that are residents in Port Vila- Vanuatu.

Applications will be accepted until 26th October (5pm, Fiji time).

Interested candidates should submit a cover letter and CV in English to the following email address: **hr.pacific@fieldready.org**

Please state **“Application – Project Coordinator”** in the subject line of the email.