

ANNEX S: Sample Job Description for ASRHR Coordinator

This is a tool referenced in the [Staff Recruitment, Support, and Responsibilities](#) section of the Chapter 8: Manager Guidance Notes & Tools. The job description is for the role of Adolescent Sexual and Reproductive Health and Rights (ASRHR) Coordinator.

Position Title:	ASRHR Coordinator
Employee Type:	Full-time
Supervisor Title:	Reproductive Health Manager

Role Purpose

<Name of Organization> is in the process of implementing an Adolescent Sexual and Reproductive Health & Rights (ASRHR) program in <Name of Location> in partnership with Ministry of Health and the Sexual and Reproductive Health (SRH) Sub-Cluster. This program is expected to address the ASRHR needs of young people, specifically improving their access to information and services to promote positive health and protection outcomes during and after <Name of Humanitarian Emergency> emergency. It is also expected the evidence from project implementation will inform policies and guidelines on ASRHR and support scale-up of ASRHR programming for adolescents and youth.

Scope Of Role

The ASRHR Coordinator will be responsible for ensuring smooth implementation of daily ASRHR project activities in <Name of Location> and to ensure that the goals and objectives of the program are met. S/He will provide supervision to the ASRHR project team to ensure the project meets its objectives. The project will be supported closely by Health, Education and Child Protection programs to ensure holistic, high quality services are offered to promote the well-being of adolescents in <Name of Location>.

Key Areas Of Responsibility:

Project Implementation

- Conduct meetings with community members, including with adolescents/youth, and key program stakeholders to secure buy-in and support for project implementation
- Conduct quarterly ASRHR Community Dialogue Sessions for the project
- Conduct trainings for health workers and Ministry of Health representatives on providing ASRH services
- Engage relevant stakeholders, including adolescents/youth, to identify ways to make health facilities and other service delivery points more adolescent/youth friendly

- Conduct outreach activities involving community health workers to provide mobile ASRH services, specifically targeting hard-to-reach adolescents and those at increased risk, such as married adolescents, pregnant adolescents or adolescent mothers, and adolescents with disabilities.
- Support recruitment, training and supervision of youth volunteers to provide ASRHR information in schools, child-friendly/adolescent-friendly/girl-friendly spaces through IEC materials, games, and drama activities.

Partnerships for social mobilization

- Contribute to formation and operationalization of an ASRHR Technical Working Group to oversee and support provision of ASRH services in <Name of Location>.
- Develop and nurture partnerships with key Ministry stakeholders at national and county levels to ensure close collaboration with the government.
- Support meetings with Ministry of Health and other relevant ministries, such as Ministry of Education, to advocate for implementation of ASRH services and use project results to share learnings and, where relevant, update ASRHR policies and/or implementation of ASRHR activities.
- Develop partnerships with religious groups, women's groups, health care providers, community health workers, adolescent/youth groups, and other relevant community groups to orient them on the project goals and to solicit their involvement in project implementation.

Monitoring and evaluation

- Work with monitoring and evaluation colleagues and local research partners to conduct monitoring and evaluation activities, including conducting assessments, completing monitoring reports, and preparing documents and lessons learned.
- Ensure routine monitoring takes place and corrective action is taken where necessary, with adherence to the regulations set under each intervention.
- Support the development and implementation of adolescent participation and accountability mechanisms during the project.
- Facilitate dissemination of lessons learned, best practices, and operational research findings both within the organization and externally with adolescents/youth and community members in <Name of Location>; relevant government bodies; SRH Sub-Cluster partners; other international and local SRH organizations.

Grants management and reporting

- Oversee the implementation of the project work plan, including developing weekly/monthly action plans to stay on track of project implementation.
- Participate in grant review meetings.
- Prepare activity spending plans and ensure project activities and outputs are completed.

- Oversee project activities and budget expenditures. Ensure expenditures are allowable and allocable according to organizational and donor regulations. Review monthly budget compared actual spending and expenditure sheets. Collaborate with the finance department to ensure accurate expenditures and reporting.
- Actively participate in generation of quarterly, semi-annual, and annual program performance reports.

Qualifications And Experience

- Bachelor of Science/Bachelor of Arts in Public Health, Community Health, Social Science, or related degree.
- Minimum five years of relevant professional work experience in the development, planning, and management of SRH projects with practical experience in overseeing, monitoring, and reporting on project outcomes, as well as operational research.
- Experience in community mobilization and implementing principles of adolescent engagement.
- Experience in developing effective working relationships with senior stakeholders from government agencies, international organizations, donors, NGO, academics, and opinion-leaders.
- Expertise in training health workers and community groups on ASRHR topics.
- Excellent communication and facilitation skills, including fluency in written and spoken English and strong interpersonal skills.

Competencies

- Possess high-level communication skills, including writing and formal public speaking skills.
- Ability to work effectively in a multicultural environment.
- Translates strategic direction into plans and objectives.
- Maintains and extends an effective network of individuals within the organization, as well as partnerships with government and development agencies.
- Proven ability to work as a team.

Source: Adapted from [IAWG ASRH Sub-Working Group](#) members' job description templates.