

# AREA HEAD

## JOB DESCRIPTION

### Job Summary

Responsible to represent ICM heart and vision by developing high performing branches that achieve ICMs goals. The Branch Head, Metrics Coordinator, Finance Coordinator, and Administration Coordinator report to you and you report to the Global Chief of Staff.

### Typical Day

Review priority list, accomplish all critical priorities and as many non-critical priorities.

### Typical Branch Visit Day

Meet with the coordinators and discuss latest reports, challenges and improvement, observe and talk to staff to assess the health of the organization. Must be out in the field 2 - 3 times a week.

### Duties and Responsibilities

The Key Results Areas (KRA) describe the key aspects of your role. The Key Performance Indicators (KPI) describe specific details and expectations of each KRA. All Primary KPIs have targets associated with them, while Secondary KPIs don't.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS	TARGETS
1. Branch Performance	<p><b>Primary:</b></p> <p>1.1 Oversee operations run as per program design to achieve ICM's mission or goals, meeting performance targets agreed with ICM Leadership.</p> <p><b>Secondary:</b></p> <p>1.2 Ensure coordinators are oriented and aligned with ICMs vision, mission and values so that they will realize the impact of their work in the community.</p> <p>1.3 Gather feedback and evaluate the effectiveness of Thrive, Transform and Prevail components and strategies and recommend improvements to the Global Chief of Staff.</p> <p>1.4 Plan organizational strategies that align with ICMs vision, mission and goals and propose them to the Global Chief of Staff.</p> <p>1.5 Help design and oversee any Thrive, Transform and Prevail pilot projects and tests as required.</p>	1.1 Ensure 100% of program targets are achieved
2. Finance and Administrative Support	<p><b>Primary:</b></p> <p>2.1 Ensure Medical Case Coordinator, Family Academy Coordinator, Admin Coordinator, Finance Coordinator support branches to achieve mutual goals.</p> <p><b>Secondary:</b></p>	2.1 100% implementation and compliance of Admin and Support

	2.2 Conduct weekly meetings with the support team—administrative and finance coordinators for discussions and training.	
3. Resource Management	<p><b>Primary:</b></p> <p>3.1 Prepare and submit all necessary budget and resource requests and ensure proper utilization of the approved budget.</p> <p>3.2 Ensure nutripack request, distribution and reporting are followed according to policies.</p> <p><b>Secondary:</b></p> <p>3.3 Ensure vehicle's OR and insurance are up-to-date.</p> <p>3.4 Ensure office permits are up-to-date.</p>	<p>3.1 100% adherence to budget and resources</p> <p>3.2 100% adherence to nutripack management</p>
4. Supervision	<p><b>Primary:</b></p> <p>4.1 Supervise and mentor Coordinators and ensure performance meets quality standards.</p> <p><b>Secondary:</b></p> <p>4.2 Identify performance gaps and then address them; escalate to GCS when performance issues persist.</p> <p>4.3 Orient and train new leaders.</p> <p>4.4 Ensure Coordinators duties and responsibilities are managed in their absence.</p>	4.1 100% subordinates performance appraisals conducted bi-annually
5. Reporting	<p><b>Primary:</b></p> <p>5.1 Ensure data is encoded accurately and in a timely manner based on expected deadlines.</p> <p>5.2 Ensure accurate and timely submission of all reports to immediate supervisor.</p> <p><b>Secondary:</b></p> <p>5.3 Review and analyze the data encoding and follow up any discrepancies immediately.</p> <p>5.4 Report any major concerns or issues with your supervisor.</p> <p>5.5 Manage and safeguard all files and documents.</p> <p>5.6 Conduct weekly Coordinators meetings for discussions and training.</p>	<p>5.1 100% accurate and timely encoding</p> <p>5.2 100% accurate and timely reporting</p>
6. Representation	<p><b>Primary:</b></p> <p>6.1 Represent the area for executive committee and management meetings and communicate best practices and learnings to the international level.</p> <p>6.2 Represent the area and the organization for donor visits and courtesy calls for local government units such as the office of the Mayor</p>	<p>6.1 100% attendance at management meetings</p> <p>6.2 100% courtesy calls visit to LGUs every batch.</p>

## KEY RELATIONSHIPS

Your role directly reports to:

1. Global Chief of Staff

Your role's direct reports are:  
All Coordinators

Key relationships for your role are:

1. International Support Group (Admin, HR, IT and Finance)
2. International Operations Team

### **JOB REQUIREMENTS**

1. At least 3 years of experience in a similar role or equivalent
2. Supervisory and leadership experience with demonstrated knowledge
3. Excellent communication, task management, record keeping, computer proficiency and problem solving skills
4. Willing and able to do fieldwork
5. Team player, servant leader and having strong Christian values

### **SIGN OFF**

I hereby acknowledge receipt of my job description. I understand that it is my continuing responsibility to read and know its contents. Moreover, I agree to diligently perform the roles and responsibilities pertaining to the job that I have been hired for and to fulfill other duties as required by my immediate supervisor.

I will adhere to all ICM policies and procedures, including memos, program implementation documents and employee handbook.

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Employee's name and signature

Date:

# BRANCH HEAD

## JOB DESCRIPTION

version 3 | January 2023

### Job Summary

Responsible for building a high performing team that implements Thrive, Transform and Prevail programs within the branch. The Pastor Coordinator, Health Coordinator, and Livelihood Coordinator report to you and you report to the Area Head.

### Typical Day

Oversee branch functions and implementation Values, Thrive, Livelihood, and Health programs. Lead staff devotion activities for the branch.

### Typical Field Visit Day

Meet with the team, travel with the team and encourage them, observe the team and travel back to the office while debriefing with the team.

### Duties and Responsibilities

The Key Results Areas (KRA) describe the key aspects of your role. The Key Performance Indicators (KPI) describe specific details and expectations of each KRA. All Primary KPIs have targets associated with them, while Secondary KPIs don't.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS	TARGETS
1. Thrive	<p><b>Primary:</b></p> <ul style="list-style-type: none"><li>1.1 Oversee implementation of Thrive program and ensure operations run as per curriculum and program design.</li><li>1.2 Facilitate the Thrive Officers monthly meeting.</li></ul> <p><b>Secondary:</b></p> <ul style="list-style-type: none"><li>1.3 Ensure District Officers are oriented and aligned with ICMs Vision and Mission.</li><li>1.4 Ensure Transform Pastor applicants are oriented and aligned with ICMs Vision and Mission.</li><li>1.5 Gather feedback and evaluate the effectiveness of Thrive components and strategies and recommend improvements to AH.</li><li>1.6 Participate in and implement any Thrive pilot projects and tests as required.</li></ul>	<ul style="list-style-type: none"><li>1.1 Ensure 100% of Thrive Targets are achieved</li><li>1.2 Ensure 100% of Thrive Officers meetings are achieved</li></ul>
2. Transform	<p><b>Primary:</b></p> <ul style="list-style-type: none"><li>2.1 Oversee implementation of Transform program and ensure operations run as per curriculum and program design.</li><li>2.2 Ensure Transform Savings Groups (SGs) transition to Prevail.</li></ul> <p><b>Secondary:</b></p> <ul style="list-style-type: none"><li>2.3 Ensure Transform Pastors are oriented and aligned with Transform's purpose and vision.</li><li>2.4 Gather feedback and evaluate the effectiveness of Transform components and strategies and recommend improvements to AH.</li></ul>	<ul style="list-style-type: none"><li>2.1 Ensure 100% of Transform Targets are achieved</li><li>2.2. Ensure 90% of Transform SGs transition to Prevail</li></ul>

	2.5 Participate in and implement any Transform pilot projects and tests as required.	
3. Prevail	<p><b>Primary:</b></p> <p>3.1 Oversee implementation of Prevail program and ensure operations run as per curriculum and program design.</p> <p>3.2 Ensure retention of Savings Group in Prevail.</p> <p><b>Secondary:</b></p> <p>3.3 Ensure Pastors who graduate from Transform are oriented and aligned with the purpose and vision of sustaining the Savings Group.</p> <p>3.4 Gather feedback and evaluate the effectiveness of Prevail components and strategies and recommend improvements to AH.</p> <p>3.5 Participate in and implement any Prevail pilot projects and tests as required.</p>	<p>3.1 Ensure 100% of Prevail Targets are achieved</p> <p>3.2 Ensure 70% SG retention after 1 year in Prevail</p>
4. People Management and Administration	<p><b>Primary:</b></p> <p>4.1 Supervise and mentor Coordinators and ensure Branch performance meets quality standards.</p> <p>4.2 Lead Branch level recruitment and hiring to fulfill branch staffing needs.</p> <p>4.3 Accept, sign and submit resignations to the Admin Coordinator in compliance to the staff process.</p> <p>4.4 Final approval of Leave Applications within the branch.</p> <p>4.5 Initiate and manage staff cases for minor infractions (non-suspension, non-separation in nature).</p> <p>4.6 Course through Interoffice announcements and communications, and explain to staff details, and communicating questions and responses.</p> <p><b>Secondary:</b></p> <p>4.8 Identify performance gaps and then address them; escalate to AH when performance issues persists.</p> <p>4.9 Orient and train new Coordinators.</p> <p>4.10 Ensures Coordinators duties and responsibilities are managed in their absence.</p> <p>4.11 Timely and accurately submit attendance reports for payroll processing, consistent with the leave applications.</p> <p>4.12 Endorse and approve benefit applications from the branch.</p>	<p>4.1 100% subordinates performance appraisals conducted bi-annually</p> <p>4.2 100% compliance of HR function within the branch.</p>
5. Resource Management	<p><b>Primary:</b></p> <p>5.1 Prepare and submit all necessary budget and resource requests and ensure proper utilization of approved budgets.</p> <p>5.2 Ensure GIK's request, distribution and reporting are followed according to policies.</p> <p>5.3 Ensure vehicle maintenance protocols are followed according to the defined schedules</p>	<p>5.1 100% adherence to budget and resources</p> <p>5.2 100% adherence to nutripack management</p> <p>5.3 100% adherence</p>

	5.4 Ensure branch office maintenance protocols are followed according to the defined schedules	to vehicle maintenance protocols 5.4 100% adherence to office maintenance protocols
6. Reporting	<p><b>Primary:</b></p> <p>6.1 Ensure data is encoded accurately and in a timely manner based on expected deadlines.</p> <p>6.2 Ensure accurate and timely submission of all reports to immediate supervisor.</p> <p><b>Secondary:</b></p> <p>6.3 Review and analyze the data encoding and follow up any discrepancies immediately.</p> <p>6.4 Report any major concerns or issues with your supervisor.</p> <p>6.5 Manage and safeguard all files and documents.</p> <p>6.6 Conduct weekly Coordinators meetings to discuss reports, concerns and solutions.</p> <p>6.7 Conduct weekly Coordinators meetings for discussions and trainings.</p>	<p>6.1 100% accurate and timely encoding</p> <p>6.2 100% accurate and timely reporting</p>
7. Representation	<p><b>Primary:</b></p> <p>7.1 Represent the branch for base level management meetings and communicate best practices and learnings to the Area Head.</p> <p>7.2 Represent the branch and the organization for donor visits and courtesy calls for local government units</p>	<p>7.1 100% attendance at management meetings</p> <p>7.2 100% courtesy calls visit to LGUs every batch.</p>

## KEY RELATIONSHIPS

Your role directly reports to:

1. Area Head

Your functional and administrative subordinates are:

1. Pastor, Livelihood and Health Coordinators under your branch.
2. Metrics Coordinator

Key relationships for your role are:

1. Pastors
2. Support Group (Admin, HR, IT and Finance)

## JOB REQUIREMENTS

1. Team player, servant leader and having strong Christian values
2. College graduate or equivalent experience
3. Supervisory and leadership experience with demonstrated knowledge
4. Excellent communication, task management, record keeping, computer proficiency and problem solving skills
5. Willing and able to do fieldwork

## SIGN OFF

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Employee's name and signature

Date:

# FINANCE COORDINATOR

## JOB DESCRIPTION

Version 5 | Sept 2019

### Job Summary

The Finance Coordinator (FC) is responsible for all finance related aspects of the base in compliance with the organization's policies. Based on budgets, the FC calculates the monthly tranches we receive from the international organization for operations in Burundi; therefore, he/she works with international wires. The FC manages the organization's policies, including, but not limited to, recording of base's operational transactions, monitoring of liquidation, fund release, budgeting, and collaboration with the International finance team. The role reports directly to the Area Head in close consultation with the Global Chief of staff.

### Typical Day

Manages accounting, bookkeeping, recordkeeping, banking, payroll and all related financial administration of the base. Provides understanding and explains the base expenses so that Area Head (AH) stays up to date.

### Duties and Responsibilities

The Key Results Areas (KRA) describe the key aspects of your role. The Key Performance Indicators (KPI) describe specific details and expectations of each KRA. All Primary KPIs have targets associated with them, while Secondary KPIs don't.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS	TARGETS
1. Cash Management	<p><b>Primary:</b></p> <ul style="list-style-type: none"><li>1.1 Checks and verifies request for funds against approved budget</li><li>1.2 Ensures compliance and accuracy of all expense reports</li><li>1.3 Strictly monitors timeliness of submission of all employee liquidations</li><li>1.4 Monitors the approved budget vs. actual expenses</li><li>1.5 Reviews the check vouchers and compliance of the supporting documents.</li><li>1.6 Records journal entries on a timely basis based on the chart of accounts and correct class allocation</li></ul> <p><b>Secondary:</b></p> <ul style="list-style-type: none"><li>1.7 Strict implementation of the standard policies and procedures to prevent any misuse of funds.</li></ul>	1.1 100% fulfillment of Tasks

2. Payroll	<p><b>Primary:</b></p> <p>2.1 Prepare bi-monthly payroll of all base' staff including computation of statutory benefits and Income tax.</p> <p>2.2 Ensures on -time submission of payroll register and its corresponding attachments</p> <p>2.3 Records accurate payroll entries every 15th and 30th of the month.</p>	2.1. 100% error-free payroll computation
3. Inventory and Fixed Asset Management	<p><b>Primary:</b></p> <p>3.1 Works with the Admin Coordinator to ensure that inventory and fixed assets requisition and disposal / distribution complies with the organization's policies.</p> <p>3.2 Responsible for the accurate recording of all inventory (but not nutripacks) and fixed assets requisition and disposal. Ensures that all supporting documents are available and filed accordingly.</p> <p>3.3 Conducts audit of fixed assets annually</p> <p><b>Secondary:</b></p> <p>3.4 Participates in the physical count and validates Administrative Coordinator accurate Nutripack inventory</p> <p>3.5 Prepares inventory reconciliation report. Any discrepancies should be coordinated with the AS.</p>	3. 2 100% compliance with Asset management practice.
4. Reporting	<p><b>Primary:</b></p> <p>4.1 Submits the required report (daily, weekly and monthly) such as cash flow, request of funds, balance sheet schedules, flux analysis etc. on time</p> <p>4.2 Provides AH adequate explanation for the reasons for variances</p> <p>4.3 Write budget to actual reports so we have eyes on how next year's budget will be compiled</p>	4.1 100% Accuracy of weekly financial reports.

5. Others	<p><b>Primary:</b></p> <p>5.1 Safe keep and safeguard all accounting records such as official receipts, cash vouchers, journal vouchers etc.</p> <p>5.2 Ensures all required data spreadsheets are maintained and saved in dedicated folder in google drive</p> <p>5.3 Assist in the Finance audit process (internal and external audit)</p> <p><b>Secondary:</b></p> <p>5.4 Compliance with other tasks that may be assigned from time to time</p>	
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**KEY RELATIONSHIPS**

Immediate supervisors and subordinates:

1. Area Head
2. Global Chief of staff

Other collaborations:

1. All coordinators for cash requests and liquidation

**JOB REQUIREMENTS**

1. Bachelor's degree in accounting, finance or other related disciplines.
2. Good command of English.
3. Knowledgeable in basic accounting, payroll and bookkeeping.
4. Detailed oriented
5. Proficient in computer and possess problem solving skills.
6. Knowledgeable in MS Word, Excel, Powerpoint, Xero, Approval max.
7. Willing to travel to ICM communities including remote and unsanitary locations
8. Strong leadership and interpersonal skills
9. High integrity
10. Team player, servant leader and having strong Christian values.

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Employee's name and signature and date

# HEALTH COORDINATOR

## JOB DESCRIPTION



version 3 | January 2023

### Job Summary

Responsible for the performance of the overall branch implementation of Transform Health. You report to the Area Head and the Health Trainers report to you.

### Typical Office Day

Team meeting, send HT encode data, evaluate cases and follow up health center referrals.

**Out in the Field** at least 3 days per week

### Duties and Responsibilities

The Key Results Areas (KRA) describe the key aspects of your role. The Key Performance Indicators (KPI) describe specific details and expectations of each KRA. All Primary KPIs have targets associated with them, while Secondary KPIs don't.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS	TARGETS
1. Transform Health	<p><b>Primary:</b></p> <ul style="list-style-type: none"><li>1.1 Oversee implementation of health activities and ensure operations run as per the curriculum and program design and health protocols are adhered to.</li><li>1.2 Ensure all health center referrals, such as pregnancy and TB are followed up appropriately.</li></ul> <p><b>Secondary:</b></p> <ul style="list-style-type: none"><li>1.3 Prepare all treatment packages for Health Trainers use.</li><li>1.4 Gather feedback and evaluate the effectiveness of Transform Health components and strategies and recommend improvements to BH.</li><li>1.5 Participate in and implement any health pilot projects and tests as required.</li></ul>	<ul style="list-style-type: none"><li>1.1 100% adherence to protocols</li><li>1.2 100% of health trainers achieve health center attendance target for pregnancy and TB referrals</li></ul>
2. Resource Management	<p><b>Primary:</b></p> <ul style="list-style-type: none"><li>2.1 Prepare and submit all necessary budget and resource requests to the BH and ensure proper utilization of the approved budget.</li></ul> <p><b>Secondary:</b></p> <ul style="list-style-type: none"><li>2.2 Ensures HTs manage their Health Kits.</li></ul>	<ul style="list-style-type: none"><li>2.1 100% adherence to budget and resources</li></ul>
3. Supervision	<p><b>Primary:</b></p> <ul style="list-style-type: none"><li>3.1 Supervise and mentor Health Trainers and ensure Health lessons performance meets quality standards.</li></ul> <p><b>Secondary:</b></p> <ul style="list-style-type: none"><li>3.2 Identify performance gaps and then address them; escalate to BH when performance issues persist.</li><li>3.3 Orient and train newly hired Health trainers.</li><li>3.4 Ensures Health Trainers' duties and</li></ul>	<ul style="list-style-type: none"><li>3.1 100% Health Trainer performance appraisals conducted bi-annually</li></ul>

	responsibilities are managed in their absence.	
4. Reporting	<p><b>Primary:</b></p> <p>4.1 Ensure data is encoded accurately and in a timely manner based on expected deadlines.</p> <p>4.2 Ensure accurate and timely submission of all reports to immediate supervisor.</p> <p><b>Secondary:</b></p> <p>4.3 Review and analyze the data encoding and follow up any discrepancies immediately.</p> <p>4.4 Report any concerns or issues with Transform Health to the immediate supervisor.</p> <p>4.5 Manage and safeguard all health checks, patient files and other medical documents.</p> <p>4.6 Conduct weekly team meetings for discussions and training.</p>	<p>4.1 100% accurate and timely encoding</p> <p>4.2 100% accurate and timely reporting</p>
5. Representation	<p><b>Primary:</b></p> <p>5.1 Represent the Health team at management meetings and communicate best practices and learnings to the Branch Head.</p> <p><b>Secondary:</b></p> <p>5.2 Represent Transform Health at external meetings, donor visits, and courtesy calls from local government units such as the Office of the Mayor, health center personnel, etc.</p> <p>5.3 Facilitate partnerships with other organizations to help improve the health program.</p>	<p>5.1 100% attendance at management meetings</p> <p>5.2 100% ensures courtesy calls are conducted within the target date</p>

**KEY RELATIONSHIPS**

Your role directly reports to:  
Branch Head

Your functional and administrative subordinates are:  
Health Trainers

Key relationships for your role are:

1. Pastor Coordinator
2. Livelihood Coordinator
3. Local health center

**JOB REQUIREMENTS**

1. A college graduate in health-related field (preferably a Registered Nurse) or equivalent external work experience
2. Supervisory and management experience with demonstrated knowledge
3. Excellent communication, task management, record keeping, computer proficiency, and problem solving skills
4. Willing and able to do fieldwork
5. Team player, servant leader, and having strong Christian values

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I will adhere to all ICM policies and procedures, including memos, program implementation documents, and employee handbook.

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Employee's name and signature

Date:

# HEALTH TRAINER

## JOB DESCRIPTION



version 3 | January 2023

### Job Summary

Responsible for facilitating and representing the health component of the Transform program to the ultrapoor communities and reporting program interventions. You report to the Health Coordinator.

### Typical Day

Prepare community materials and forms, travel to community, house-to-house visit to follow up health cases, join the weekly huddle with the Pastor & Counselors when possible, facilitate the health lesson, update records & forms and travel back. Conduct screening weeks

### Duties and Responsibilities

The Key Results Area (KRA) describe the key aspects of your role. The Key Performance Indicator (KPI) describe specific details and expectations of each KRA. All Primary KPIs have targets associated with them, while Secondary KPIs don't.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS	TARGETS
1. Transform Health Training	<p><b>Primary:</b></p> <p>1.1 Maintain mastery of Health curriculum.</p> <p>1.2 Deliver Health lessons to participants as per Health curriculum and record attendance.</p> <p>1.3 Work in partnership with Livelihood Trainers and assist in Livelihood activities as required.</p> <p><b>Secondary:</b></p> <p>1.4 Prepare and manage health materials and equipment such as flipcharts, manual, leaflets, report forms and measuring equipment.</p> <p>1.5 Maintain working knowledge and adherence to all health protocols.</p>	<p>1.1 100% demonstrates effective lesson facilitation</p> <p>1.2 100% health lessons delivered to 5 communities per week (by self or substitute) with the exclusion of approved cancellations or unforeseen events.</p> <p>1.3 100% assisting livelihood trainers to achieve success.</p>
2. Transform Health Implementation	<p><b>Primary:</b></p> <p>2.1 Conduct Transform health screening activities.</p> <p>2.2 Conduct timely and accurate screening, monitoring and discharging of all children enrolled in HBF.</p> <p>2.3 Provide health center referrals as per protocol and conduct appropriate and timely follow up.</p> <p>2.4 Deliver Health Treatment Packages to Transform communities as per protocol.</p> <p>2.5 Conduct weekly House-to-house visits in collaboration with partner pastors, counselors and Livelihood Trainer.</p> <p><b>Secondary:</b></p> <p>2.6 Participate in pilot projects and tests, as</p>	<p>2.1 100% of screening weeks conducted in each community</p> <p>2.2 100% of Z scores calculated on-site. 100% of HBF referrals given as per protocol</p> <p>2.3 100% of required health center referrals and 100% of required participant follow ups.</p> <p>2.4 100% of pregnant mothers receive treatment packs. 100% of HBF children receive</p>

	requested.	deworming medication 2.5 Conducts at least 3 H2H visits either pre or post lessons and 100% SAM cases receive at least one H2H visit
3. Resource Management	<p><b>Primary:</b> 3.1 Facilitate food distribution to the partner pastors, participants and counselors.</p> <p><b>Secondary:</b> 3.2 Adhere to proper utilization of all Health kits. 3.3 Note and inform the immediate supervisor of any special food requirements in the community. 3.4 Adhere to proper utilization of approved budget and resources.</p>	3.1 100% distribution of food requirements
4. Reporting	<p><b>Primary:</b> 4.1 Provide accurate and timely submission of all Health checklists and forms to immediate supervisor.</p> <p><b>Secondary:</b> 4.2 Work in partnership with Communication Officers to achieve all donor relations needs. 4.3 Join weekly team meetings for discussions and training. 4.4 Report any concerns or issues with Health to your immediate supervisor in a timely manner. 4.5 Recommend Top 3 community participants for VHL stories to Communication Officer.</p>	4.1 100% of required reports are submitted on time and are accurate and comprehensive
5. Representation	<p><b>Primary:</b> 5.1 Represent Transform Health at base level meetings and communicate best practices and learnings to the Health Coordinator. 5.2 Liaise with local health units</p> <p><b>Secondary:</b> 5.3 Represent ICM and health cases to health centers as required. 5.4 Liaise with partner pastors and counselors regarding participant program feedback. 5.5 Maintain appropriate representation of ICM to the community and donor visits.</p>	5.1 100% representation at internal meetings

## KEY RELATIONSHIPS

Your role directly reports to:

1. Health Coordinator

Key relationships for your role are:

1. Program participants, Partner pastors and counselors
2. Livelihood Trainer
3. Area Head

4. Local health center

**JOB REQUIREMENTS**

1. At least 2 years of college level course (preferable in a health course) or equivalent work experience
2. Willing and able to do fieldwork (strong physical activity)
3. Good oral communication and facilitation skills
4. Proficiently speak the language (including tribal languages) of the target communities
5. Good record keeping skills
6. Basic computer skills is a benefit
7. Team player and strong Christian values

**SIGN OFF**

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I will adhere to all ICM policies and procedures, including memos, program implementation documents and employee handbook.

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Employee's name and signature

Date:

# LIVELIHOOD COORDINATOR

## JOB DESCRIPTION



version 3 | January 2023

### Job Summary

Responsible for the performance of the overall branch implementation of Transform Livelihood and Prevail programs. You report to the Branch Head and the Livelihood Trainers report to you.

### Typical Day

Team meeting, data encoding and evaluation, Livelihood kits purchasing and preparation, at least 3 community visits per week.

### Typical Prevail Day

Travel to Prevail cluster, facilitate Prevail meeting, give refunds & nutripacks and travel back.

### Duties and Responsibilities

The Key Results Areas (KRA) describe the key aspects of your role. The Key Performance Indicators (KPI) describe specific details and expectations of each KRA. All Primary KPIs have targets associated with them, while Secondary KPIs don't.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS	TARGETS
1. Transform Livelihood	<p><b>Primary:</b></p> <p>1.1 Oversee implementation of livelihood activities and ensure operations run as per curriculum and program design, and ensure livelihood protocols are adhered to.</p> <p>1.2 Ensure BiB and GiB, dispersal and repayments, and SG formation as per protocol.</p> <p>1.3 Ensure a small Demo Farm is functioning according to design.</p> <p><b>Secondary:</b></p> <p>1.4 Prepare all kits for Livelihood Trainers use.</p> <p>1.5 Gather feedback and evaluate the effectiveness of Transform Livelihood components and strategies and recommend improvements to BH.</p> <p>1.6 Participate in and implement any livelihood pilot projects and tests as required.</p>	<p>1.1 100% adherence to protocols</p> <p>1.2 100% BiB dispersal and 80% repayment; 80% GiB dispersal and 70% repayment; 98% SG formation</p> <p>1.3 100% ensures functional demo farm</p>
2. Prevail	<p><b>Primary:</b></p> <p>2.1 Maintain mastery of Prevail curriculum.</p> <p>2.2 Facilitate monthly Prevail cluster meetings and deliver Prevail lessons to Savings Group Leaders as per Prevail curriculum.</p> <p><b>Secondary:</b></p> <p>2.3 Facilitate Prevail partners during the meeting as designed by the program.</p> <p>2.4 Prepare and manage Prevail materials such as manual, handouts and forms.</p> <p>2.5 Support the Savings Group Leaders to the extent that time and other deliverables allow.</p>	<p>2.1 100% mastery of Prevail curriculum</p> <p>2.2 100% manage monthly Prevail cluster meetings</p>

	<p>2.6 Gather feedback and evaluate the effectiveness of Prevail components and strategies and recommend improvements to BH.</p> <p>2.7 Participate in and implement any Prevail pilot projects and tests as required.</p>	
3. Resource Management	<p><b>Primary:</b></p> <p>3.1 Purchase and preparation of BiB and GiB kits, as per needed.</p> <p>3.2 Liquidate BiB and GiB purchases within 24 hours.</p> <p>3.3 Prepare and submit all necessary budget and resource requests and ensure proper utilization of the approved budget.</p> <p>3.4 Facilitate food distribution to the Savings Group leaders during Prevail clustered meetings.</p> <p><b>Secondary:</b></p> <p>3.5 Ensures LTs manage their Livelihood Kits.</p>	<p>3.1 100% BiB &amp; GiB materials are ready for LTs needs</p> <p>3.2 100% Adherence to 24 hours liquidation policy</p> <p>3.3 100% Adherence to budget and resources</p> <p>3.4 100% distribution of food requirements</p>
4. Supervision	<p><b>Primary:</b></p> <p>4.1 Supervise and mentor Livelihood Trainers and ensure Livelihood lessons performance meets quality standards.</p> <p><b>Secondary:</b></p> <p>4.2 Identify performance gaps and then address them; escalate to AH when performance issues persist.</p> <p>4.3 Orient and train newly hired Livelihood Trainers.</p> <p>4.4 Ensure Livelihood Trainers' duties and responsibilities are managed in their absence.</p>	<p>4.1 100% Livelihood Trainer performance appraisals conducted bi-annually</p>
5. Reporting	<p><b>Primary:</b></p> <p>5.1 Ensure data is encoded accurately and in a timely manner based on expected deadlines.</p> <p>5.2 Ensure accurate and timely submission of all reports to immediate supervisor.</p> <p><b>Secondary:</b></p> <p>5.3 Review and analyze the data encoding and follow up any discrepancies immediately.</p> <p>5.4 Report any concerns or issues with Transform Livelihood or Prevail Savings Groups to the BH.</p> <p>5.5 Conduct weekly team meetings for discussions and trainings.</p>	<p>5.1 100% accurate and timely encoding</p> <p>5.2 100% accurate and timely reporting</p>
6. Representation	<p><b>Primary:</b></p> <p>6.1 Represent the Livelihood team at management meetings and communicate best practices and learnings to the BH / AH.</p> <p><b>Secondary:</b></p> <p>6.2 Represent Transform Livelihood and Prevail at external meetings, donor visits, and courtesy calls from local government agencies.</p> <p>6.3 Facilitate partnerships with other organizations to help improve the Livelihood/Prevail program.</p> <p>6.4 Represent ICM and Prevail Savings Groups for</p>	<p>6.1 100% attendance at management meetings</p>

**KEY RELATIONSHIPS**

Your role reports to:

1. Branch Head

Key relationships for your role are:

1. Area Head
2. Livelihood Trainer
3. Pastor Coordinator
4. Health Coordinator
5. Program Holder Pastors and Savings Group Leaders
6. Prevail Partners

**JOB REQUIREMENTS**

1. At least 1 year of experience or a college graduate in livelihood related field (preferable business related)
2. Supervisory and management experience with demonstrated knowledge
3. Excellent oral communication and facilitation skills, task management, record keeping, computer proficiency and problem solving skills
4. Willing and able to do fieldwork
5. Team player, servant leader and having strong Christian values

**SIGN OFF**

I hereby acknowledge receipt of my job description. I understand that it is my continuing responsibility to read and know its contents. Moreover, I agree to diligently perform the roles and responsibilities pertaining to the job that I have been hired for and to fulfill other duties as required by my immediate supervisor.

I will adhere to all ICM policies and procedures, including memos, program implementation documents and employee handbook.

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Employee's name and signature

Date:

# LIVELIHOOD TRAINER

## JOB DESCRIPTION



version 3 | January 2023

### Job Summary

Responsible for delivering and representing the livelihood component of the Transform program to the ultrapoor communities and reporting program interventions. You report to the Livelihood Coordinator.

### Typical Day

Prepare communities materials and forms, travel to community, house-to-house visit, join the weekly huddle with the pastor & counselors, facilitate the livelihood lesson, update records & forms, travel back.

### Duties and Responsibilities

The Key Results Areas (KRA) describe the key aspects of your role. The Key Performance Indicators (KPI) describe specific details and expectations of each KRA. All Primary KPIs have targets associated with them, while Secondary KPIs don't.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS	TARGETS
1. Transform Livelihood Training	<p><b>Primary:</b></p> <p>1.1 Maintain mastery of Livelihood curriculum</p> <p>1.2 Deliver Livelihood lessons to participants as per Livelihood curriculum and record attendance.</p> <p>1.3 Work in partnership with Health Trainers and assist in Health activities as required</p> <p><b>Secondary:</b></p> <p>1.4 Prepare and manage Livelihood materials and equipment such as flipcharts, manuals, leaflets, booklets and Livelihood kits.</p> <p>1.5 Ensure a working knowledge of and adherence to all livelihood protocols</p>	<p>1.1 100% demonstrates effective lesson facilitation</p> <p>1.2 100% livelihood lessons delivered to 5 communities per week (by self or substitute) with the exclusion of approved cancellations or unforeseen events.</p>
2. Transform Livelihood Implementation	<p><b>Primary:</b></p> <p>2.1 Deliver BiB and GiB kits dispersal to <i>Transform</i> communities as per protocol.</p> <p>2.2 Achieve timely and accurate BiB and GiB repayments.</p> <p>2.3 Conduct Savings Group formation</p> <p>2.4 Conduct weekly House-to-house visits in collaboration with partner pastors and counselors.</p> <p><b>Secondary:</b></p> <p>2.5 Participate in pilot projects and tests, as requested.</p>	<p>2.1 100% of BiB &amp; GiB target dispersals</p> <p>2.2 100% of BiB &amp; GiB target repayments &amp; 100% follows required financial process</p> <p>2.3 100% of Savings Group Formation target</p> <p>2.4 Conducts at least 3 H2H visits per day either pre or post lessons.</p>
3. Resource Management	<p><b>Primary:</b></p> <p>3.1 Facilitate food distribution to the partner pastors, participants and counselors.</p> <p><b>Secondary:</b></p>	<p>3.1 100% distribution of food requirements</p>

	<p>3.2 Proper use of cashbox in collecting repayments.</p> <p>3.3 Adhere to proper utilization of all Livelihood kits.</p> <p>3.4 Note and inform immediate supervisor of any special food requirements in the community.</p> <p>3.5 Adhere to proper utilization of approved budget and resources.</p>	
4. Reporting	<p><b>Primary:</b></p> <p>4.1 Provide accurate and timely submission of all Livelihood forms and reports to immediate supervisor.</p> <p>4.2 Ensure all data is accurately encoded</p> <p><b>Secondary:</b></p> <p>4.3 Work in partnership with Communication Officers to achieve all donor relations needs.</p> <p>4.4 Join weekly team meetings for discussions and trainings.</p> <p>4.5 Report any concerns or issues with the Livelihood to immediate supervisor in a timely manner.</p> <p>4.6 Recommend Top 3 community participants for VHL stories to Communications Officers</p>	<p>4.1 100% of required reports are submitted on time and are accurate and comprehensive.</p>
5. Representation	<p><b>Primary:</b></p> <p>5.1 Represent Transform Livelihood at base level meetings and communicate best practices and learnings to the Livelihood Coordinator and Area Head.</p> <p><b>Secondary:</b></p> <p>5.2 Liaise with partner pastors and counselors regarding participant program feedback.</p> <p>5.3 Maintain appropriate representation of ICM to the community and donor visits.</p>	<p>5.1 100% representation at internal meetings</p>

## KEY RELATIONSHIPS

Your role directly reports to:

1. Livelihood Coordinator

Key relationships for your role are:

1. Program participants, Partner pastors and counselors
2. Health Trainer
3. Branch Head

## JOB REQUIREMENTS

1. At least 2 years of college level course (preferable in a business or agriculture course) or equivalent work experience
2. Willing and able to do fieldwork. Strong, physical endurance.
3. Good oral communication and facilitation skills

4. Proficiently speak the language of the target communities.
5. Good record keeping skills
6. Basic computer skills is a benefit
7. Team player and strong Christian values

**SIGN OFF**

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I will adhere to all ICM policies and procedures, including memos, program implementation documents and employee handbook.

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Employee's name and signature

Date:

# METRICS COORDINATOR

## JOB DESCRIPTION

version 3 | January 2023

### Job Summary

Responsible for the performance of the overall area implementation of the metrics enumerators and encode the survey results. You report to the Area Head.

**Typical Day:** Prepare Metrics enumerators for surveys, encode survey results. Liaise with the Research Team for analysis and the Manila Data Team for troubleshooting. Provide overall technical and internet support to the team.

### Out in the Field

Be in the field to coach / mentor enumerators.

### Duties and Responsibilities

The Key Results Areas (KRA) describe the key aspects of your role. The Key Performance Indicators (KPI) describe specific details and expectations of each KRA. All Primary Indicators have targets associated with them, while Secondary Indicators don't.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS	TARGETS
1. Survey and data collection	1.1 Train, coordinate and collaborate with the Health and Livelihood trainers in relation to accurate collection of monthly statistics 1.2 Conduct pre and post surveys for various ICM programs. 1.3 Prepare and provide all relevant materials needed for surveys 1.4 Establish survey calendar (pre, post and follow-up, randomized control trials) for the strategic programs based on the targets set by the organization 1.5 Monitors, assesses, and evaluates the day to day performance of the survey teams and provides necessary adjustments to ensure smooth performance	1.1 100% adherence to protocols
2. Reporting on survey results and data to the database.	2.1 Report all issues with local data collection 2.2 Safe keep and safeguard metrics data 2.3 Adhere to proper utilization of approved budget and resources 2.4 Ensure accurate and timely submission of reports such as attendance, visitors, etc.	3.1 100% Accuracy on data and survey results
3. Liaise with your counterpart in the research department for strategic approaches for the data.	3.1 Partner with the research team for full integration of metrics and research. 3.2 Contribute insights in pre/post survey analysis 3.4 Advise for research projects beyond surveys	
4. Mentor / coach ICM staff in using	4.1 Establish technical system (wi-fi, computers, internet access, etc.)	4.1 All systems running and all staff trained in

the platforms, applications, and technology.	4.2	Troubleshoot technical problems related to ICM platforms	their computer skills.
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**KEY RELATIONSHIPS**

Your role directly reports to:

1. Area Head

Your role supervises:

1. Metrics Enumerators

Key relationships for your role are:

1. Program Holder Pastors
2. Pastor Coordinators
3. Health Coordinators
4. Livelihood Coordinators
5. Livelihood Trainers
6. Health Trainers

**JOB REQUIREMENTS**

1. College graduate in education related field or equivalent external work experience
2. Supervisory and management experience with demonstrated knowledge
3. Excellent communication, task management, record keeping, computer proficiency and problem solving skills
4. Willing and able to do fieldwork
5. Team player, servant leader and having strong Christian values
6. Learner, willing to learn ICM’s various platforms–e.g. Survey CTO, Arcanys, DOMO, various google trackers

**SIGN OFF**

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I will adhere to all ICM policies and procedures, including memos, program implementation documents and employee handbook.

\_\_\_\_\_  
Employee’s name and signature

Date: