



Job Description – Visayas Project Coordinator

Job Title/Designation	Visayas Project Coordinator
Job Code/Job Rank	
Work Station	Cebu City
Area of Coverage	Identified sites in: <ul style="list-style-type: none"> 1. Cebu City and select municipalities of Cebu Province 2. Dumaguete City 3. Dauin and Sta. Catalina, Negros Oriental 4. Bayawan City, Negros Oriental
Work Duration/Status	Project-Based (one-year contract)
Reporting To	Philippines Executive Director
Coordinating With	Cebu Seed Production Coordinator Operations Manager
Direct Supervision	Seed Saving Communities of Cebu and Negros Oriental
Job Summary	<ul style="list-style-type: none"> ▪ The Visayas Project Coordinator plays a crucial role in GSSP’s efforts to promote regenerative agriculture, farmer-grown food, and seed-saving initiatives in the Visayas region. ▪ The primary responsibilities revolve around the organization and development of seed-saving communities to increase high-quality seed stocks and ensure effective seed inventory and monitoring through the Seed Inventory and Tracking System (SITS).
Primary Functions	<ul style="list-style-type: none"> a. Responsible for the organization and strengthening of seed-saving communities (SSCs) and the seed school training and management to promote seed sovereignty. b. Responsible for increasing the naturally-grown/organic and high-quality seed stocks through the community seed libraries and seed production sites to promote regenerative agriculture and climate resiliency for sustainable agroecology. c. Responsible for forging strategic partnerships for collaboration and critical engagement with the partner local government units (LGUs) through the participatory seed governance initiative for an effective seed sovereignty advocacy campaign and participatory seed certification.

Key Performance Areas (KPA)s	Actual Duties and Responsibilities
1. Seed-Saving Community Development	<ul style="list-style-type: none"> a. Identify and engage with local farming communities to promote eco-friendly and sustainable seed-saving practices. b. Conduct seed mapping and community profiling of the SSCs. c. Facilitate the establishment and growth of seed-saving communities by providing necessary capacity building sessions, and technical and knowledge-building support.

	<ul style="list-style-type: none"> d. Conduct regular meetings with the seed-saving communities for proper coordination and updating. e. Identify capacity building and training needs of the SSCs to improve organizational management, leadership development, and seed-saving initiatives. f. Foster relationships and partnerships with relevant organizations and stakeholders to support community development efforts. g. Facilitate enabling mechanisms to strengthen the community of seed savers for a more viable organization towards seed entrepreneurship. h. Maintain accurate records of all seed-saving activities, community engagement, and events. i. Prepare and submit periodic reports to the direct supervisor and stakeholders to track progress and outcomes. j. Conduct annual assessments and planning of SSCs in consonance with their strategic plan.
<p>2. Seed School Coordination and Management</p>	<ul style="list-style-type: none"> a. Plan, organize, and execute seed school events and workshops to educate and equip local farmers on seed-saving techniques and practices according to the GSSP standards. b. Develop and maintain a curriculum for seed schools, incorporating best practices and innovative approaches. c. Evaluate the effectiveness of seed schools and continually improve the program based on feedback and outcomes. d. Train and develop a pool of seed school trainers and speakers bureau.
<p>3. Seed Library, Inventory, and Management</p>	<ul style="list-style-type: none"> a. Support seed library users in selecting, growing, and saving seeds. b. Implement a systematic method for cataloging and tracking seed inventory among the seed-saving communities. c. Collaborate with local growers and breeders to develop and maintain a quality selection of local and heirloom seeds. d. Monitor proper storage and preservation of seeds, maintaining their viability and genetic integrity. e. Regularly monitor seed stocks, ensuring their quality and viability. f. Generate reports and data to assess the progress and success of seed-saving initiatives. g. Work with the Cebu Seed Production Coordinator to increase the production of quality seed stocks and facilitate seed exchanges among SSCs.
<p>4. Monitoring, Evaluation, Accountability, and Learning (MEAL)</p>	<ul style="list-style-type: none"> a. Uphold the GSSP internal policies, systems, and procedures enshrined in the manual of operation. b. Provide timely feedback and reporting to the direct supervisor. c. Submit promptly the monthly work plan (MWP), monthly accomplishment report (MAR), post-activity report (PAR), cash advance request (CAR), expense liquidation report (ELR), and request for direct payment (RDP) to suppliers and partners. d. Coordinate with the Operations Manager on MEAL related tasks and responsibilities.

<p>5. Seed Sovereignty Advocacy and Seed Heritage Campaigns and Mobilizations</p>	<ul style="list-style-type: none"> a. Implement the GSSP advocacy and campaign plan to promote seed sovereignty and seed heritage preservation. b. Engage the local government units, NGOs, and SSCs to promote the protection of indigenous and heirloom seeds. c. Conduct public awareness activities about the importance of seed diversity through various channels including social media, public events, and educational materials. d. Organize community workshops, seed swaps, and training sessions to empower farmers and relevant groups to save and exchange seeds. e. Together with the SSCs, engage the local chief executives and lawmakers to lobby local legislations that promote seed sovereignty and seed heritage through the participatory seed governance framework of GSSP.
<p>6. Resource Mobilization for Program Viability</p>	<ul style="list-style-type: none"> a. Participate in resource mobilization activities and support the GSSP in meeting its fundraising targets b. Cultivate relationships with existing and potential donors, including key individual donors, foundations, corporations, and other public and private partners.
<p>7. Community Relations, Partnership Building, and Networking</p>	<ul style="list-style-type: none"> a. Anticipate and respond to the needs of the communities to meet or exceed their expectations within the GSSP parameters and standards. b. Establish sound working relationships with local groups, organizations, universities, and other relevant entities and potential partners. c. Promote accountability and community-building efforts among SSCs according to the GSSP core values.
<p>8. Others</p>	<ul style="list-style-type: none"> a. Ensure that the SSCs and project sites adhere to relevant laws and regulations. b. Identify and mitigate risks within the area of operation and implement security and safety measures as needed. c. Performs other tasks and functions as may be directed by the management.