

Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children
It takes a Nation to protect a future Generation

JOB OPPORTUNITY

World Vision is a Christian relief, development and advocacy organisation dedicated to working with children, families and communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is repositioning for a potential Short-term Emergency Response Project (STERP) project/grant funded by Africa Development Bank (AFDB) and is now seeking for qualified and dynamic proposal key personnel (**Man or Woman**) to submit their applications for potential employment in the following positions. **Please note that appointment is contingent upon project/grant award.**

Job Title: Project Coordinator
Reporting to: Project Manager
Location: Aweil Town
Availability: Contingent upon project award

Purpose of the position:

To implement the Short-term Emergency Response Project (STERP) in NBG – Aweil Town as per World Vision Operation processes and procedures ensures that the project is implemented as per project design, log frame and plan of action. Ensures staffs have a full commitment to set out duties for successful implementation as per schedule with quality reporting and correct documentation

Major Responsibilities:

- Manage Field Monitors that responsible for Cash Transfer, and Voucher distribution in their designated operation areas.
- Participate in the assessment of community needs and resources, collection of base line data to assist in project implementation.
- Following the agreed on plan of action, implement the program to schedule, reporting any delays and deviations immediately.
- Initiate and manage the beneficiary registration and verification processes.
- Ensure distribution of cash or vouchers to beneficiaries are accurate and according to the criteria, and laid down guidelines.
- Submit Voucher distribution plans and requests to the Project Manager to be reviewed.
- Plan and monitor all field activities, i.e. appointments, meetings, cash / voucher distributions, monitoring and beneficiary follow-ups.

Documentation and reporting

- Ensure proper documentation of program processes is upheld, i.e. distribution plans, beneficiary lists, cash / voucher requisition, distribution reports, working with all stakeholders.
- Prepare timely and accurate periodic reports as required by Project Manager.
- Assist the Project Manager to prepare timely and factual annual, quarterly, and monthly management reports, and other reports as needed.

Management of Cash for Assets activities

- Establish list of cash-for-work activities and track the completion of each activity.
- Establish list of cash-for-work beneficiary by gender per activity.
- File all contracts and agreement with communities
- Work closely with the Project Manager to ensure timely procurement and delivery of project resources. Ensure appropriate paperwork is provided

Community Help Desk management

- Under the guidance of Research M&E Specialist, establish the community Help Desk
- Handle community complaint promptly and responsibly. Ensure all complaints are registered and filed. Record action taken to resolve complain.

Other related duties

- Communicate with the community and other stakeholders the objectives of the Cash Transfer/voucher Project.
- Supervise project staff, organize training and provide operational leadership.
- Liaise with Government and other stakeholders and represent World Vision in the area of project implementation.
- Attend periodic operational, staff and other meetings at district and national level, representing the organization.
- Participate in the evaluation of the impact of project interventions.
- Network with other projects, non-governmental organizations (NGOs) and key agencies in the project area to prevent duplication and to enhance project quality, innovation and sustainability.
- Attend and participate in weekly chapel and daily devotional meetings (or conduct own when in the field during this time).
- Provide support or participate in the monitoring activities schedule by the M&E team.

Qualifications: Education/Knowledge/Technical Skills and Experience

- University degree or qualification in economic, business, international development, social sciences, food security or other related field.
- At least 3 years proven experience in emergency programmes.
- Experience in project management.
- Experience in the training of vulnerable and disadvantaged communities desired.
- Experience in urban programming preferred.

Critical Knowledge, Skills and Abilities

- Strong experience in managing staff, partners and facilitating capacity building
- Excellent in both English and Arabic communication skills (oral and written)
- A high level of diplomacy and networking skills is required.
- Strong capacity building and facilitation skills
- Cross-cultural sensitivity, flexible worldview, emotional maturity and physical stamina
- Ability to manage work life without supervision

HOW TO APPLY

Interested candidates (South Sudanese Nationals) who meet the above criteria should submit their applications which shall include a cover letter, together with an updated CV with at least three referees with their telephone and email contacts. Address your application to: The Human Resource Manager, World Vision South Sudan.

Applications should be submitted by email to this email address: recruitsdno@wvi.org

(Please indicate in the subject line the position you are applying for)

Qualified female candidates are particularly encouraged to apply.

Closing date for receiving applications is: 20th September, 2017

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.



Approved by Labour office
Aweil East state
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