



## JOB DESCRIPTION

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| Job Title:                 | Project Coordinator – South Sudan  |
| Location:                  | Rumbek   |
| Management responsibility: | Driver and Finance/Admin Officer   |
| Budget responsibility:     | State-level activity budgets of approximately USD100, 000-300, 000 per year.                                 |
| Reporting to:              | Area Project Manager - South Sudan   |
| Key Relationships:         | Programme Manager(s); Ops/HR Managers; Finance Manager, Finance Officer(s); other state Project Coordinators |
| Contract Duration:         | Open contract subject to continued funding   |
| Salary                     | \$33,420- \$34,100 per annum   |
| Application opening date:  | 18 <sup>th</sup> April 2017  |
| Application closing date:  | 18 <sup>th</sup> May 2017  |

### Description of Saferworld and South Sudan programme:

Description of Saferworld and South Sudan programme: Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with local people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people; we believe that everyone should be able to lead peaceful, fulfilling lives, free from insecurity and violent conflict. We have a strong thematic focus to our conflict prevention work, prioritising people's security and access to justice services; gender norms that cause and perpetuate violent conflict; the impact of external conflict drivers including weapons flows; conflict-sensitive political, economic, development, and security engagement; and inclusive and accountable governance and peacebuilding processes. We currently have regional and country programmes in Central and South Asia, the Caucasus, Eastern Europe, the Horn and Great Lakes regions of Africa, and the Middle East and North Africa. Saferworld has been working on and in Sudan and South Sudan since 2008, including on issues of community security, small arms control, and conflict-sensitive development. Since 2012, we have implemented a Netherlands funded Community Security Programme, through eight local Civil Society Partners, now in eight locations across seven states (Central, Western, and Eastern Equatoria, Northern and Western Bahr el Ghazal, Warrap, and Lakes).

We have established 26 Community Security Working Groups and two Police Community Relations Committees, working with communities, traditional leaders, civil society, and state (including the South Sudan National Police Service (SSNPS) and non-state security providers to identify, prioritise, and address community safety and security concerns through joint action planning and response.

Since the outbreak of renewed conflict in December 2013, Saferworld has sought to include peacebuilding and reconciliation activities in our community security work. We are currently developing an expanded programme,

which will build on these initiatives. As a result of community security assessments in August 2014, we also aim to address the rise in gender and sexual-based violence through both our community security work and targeted programme interventions. Saferworld also works closely with the South Sudan Bureau of Community Security and Small Arms Control (BCSSAC) to reform the small arms control legislative framework and related policies, and to raise awareness of the dangers of small arms in the communities. We provide conflict-sensitive assessments and information to international organisations and donors, and the private sector, including working closely with Chinese think tanks and companies to conflict-sensitise their engagement in South Sudan.

### **Job Purpose:**

The Project Coordinator will be responsible for the successful delivery and expansion of Saferworld's South Sudan programme of work on community security, community policing, and peacebuilding in Rumbek, and cutting across different programme funding streams. Our Community Security and peace building programme enables communities, civil society organisations (CSOs), and other actors to engage more effectively with the state and non-state security providers, including the South Sudan National Police Service (SSNPS), and other authorities to improve safety and security. We implement this programme in partnership with local organisations

### **Key areas of responsibility:**

1. Lead the successful implementation, planning, monitoring, and reporting of Saferworld's community security, peacebuilding, community policing activities in the focus states.
2. Build and maintain effective relationships with implementing partners and stakeholders at state level in support of Saferworld's community security and peacebuilding work.
3. Ensure the physical welfare, well-being, and professional development of any state based staff, including the driver
4. Serve as the area Budget Holder and oversee effective financial management of the programme's grant/s and activities on community security and peace building in the focus state
5. Ensure effective relations and representation is maintained with the rest of the South Sudan team and with relevant Saferworld colleagues based outside of South Sudan, particularly in the HQ in London, the Great Lakes and Sudans Regional Office in Kampala, and the Horn of Africa Regional Office in Nairobi.
6. Assist in donor reporting, fundraising and monitoring and evaluation when requested
7. Lead on Coordination and state-level advocacy plans and initiatives
8. Provide technical support to implementing partners and ensuring that effective partnership is maintained

### **Duties:**

1. Develop and implement state-level project activities, and build and maintain relationships with project partners, beneficiaries and other stakeholders

### **Detail actions:**

- Develop, coordinate and implement project activities in the relevant state, taking a conflict and gender sensitive approach
  - Conduct financial monitoring and reporting on the project expenditures and budget
  - Establish and maintain collaborative working relationships with community members at the state level
  - Establish and maintain relationships and partnerships with key GoSS institutions, (including the South Sudan National Police Service, and the National Security Service), South Sudanese civil society organisations and international partners (including the Safety and Access to Justice Programme (SAJP), UNMISS, UNDP and UNPOL) at the state level
  - Contribute to relevant research and production of reports, briefings and advocacy papers
2. Contribute to development of the country programme strategy, particularly in relation to the strategy for the relevant state

Detail actions:

- Conduct regular analysis on political and security developments in the state and identify areas for project adjustment or further development
  - Contribute to analysis of desired policy changes at national and international level to help address conflict and insecurity at the state level and contribute to external publications, briefings and advocacy work as appropriate
  - Contribute to overall country strategy analysis and development
  - Exchange ideas and lessons with project coordinators and programme managers responsible for other states
3. Represent Saferworld externally at the state level and elsewhere as appropriate

Detail actions:

- Attend relevant coordination, information-sharing and other relevant meetings at the state level on behalf of Saferworld's South Sudan programme
  - May be asked to represent Saferworld in the media at the state level or on issues pertaining to the relevant state at national level
  - Represent Saferworld in senior level meetings with government officials, partners and international actors in the absence of the Area Programme Manager
4. Responsible for day-to-day security management in the state office

Detail actions:

- Monitor developments in the state to ensure sufficient knowledge of potential threats to staff, partners or project activities
  - Work with Area Programme Manager to ensure effective implementation of Saferworld's security policy, as appropriate for the state office and keeping the state-level security plan updated
5. Assist in donor reporting, fundraising and monitoring and evaluation

Detail actions:

- Contribute to funding proposals and donor reports to programme funders
  - Assist in developing and implementing the monitoring and evaluation framework for the South Sudan programme, and responsible for collecting information for this purpose in the relevant state.
6. Lead state level Advocacy plans and initiatives
- Work with CSO partners/actors to develop or update state advocacy strategies
  - Lead implementation of state advocacy activities as agreed
  - Coordinate with PAC Coordinator in Juba to identify key advocacy issues and feed in appropriate reflections on how such issues could be advanced or escalated at different levels
7. Provide technical support to implementing partners and ensuring effective partnership is maintained
- Accompany implementing partners on day to day and provide mentoring support as appropriate
  - Conduct periodic partner capacity assessments to identify areas requiring partner capacity building,
  - Manage relationship between IP and SW and bring to the attention of Management in Juba any relevant issues requiring intervention (including disciplinary procedures)

Person Specification:

- Degree in development studies, international relations, peace and conflict studies, or a relevant political or social science discipline (or equivalent professional experience) is essential

- Demonstrated project management skills and the ability to analyse and strategize for effective project development.
- A minimum of three years relevant conflict prevention, peace-building or development experience working with governments and/or non-governmental organisations.
- Solid understanding and experience in engaging with civil society and governments, networking and capacity building, preferably in the state and communities served by this position
- Knowledge of peace and security issues in South Sudan and a good overview of peace and security issues, as well as other key policy issues relative to RSS.
- Ability to work on his/her own, with proven track record of working effectively as part of a team with demonstrated organisational skills.
- Experience and understanding of security management and willingness to undertake training if necessary.
- Fluency in English (written and spoken) and knowledge of at least one South Sudanese language
- Facilitation or training skills would be an advantage.
- Good communication and interpersonal skills and ability to work in a non-partisan manner appreciating cultural and ethnic diversity.

### **Desirable**

- Knowledge of: community security, small arms and light weapons control, security sector development, conflict-sensitive development and/or other conflict prevention areas.
- Experience of facilitating focus group discussions and perception surveys.
- Experience of managing local implementing community based partner organisations.

### **TERMS AND CONDITIONS**

- **Term of contract:** Open depending on the funding and performance.
- **Probation:** 3 months Probation period
- **Social Insurance:** 17% contribution from Saferworld
- Annual Leave: 28 Days a year (January-December) in addition to agreed South Sudan public holidays
- **Salary range:** \$33,420 - \$34,100 Base pay Per Annum
- **Medical insurance:** Spouse plus three children.
- **Hours:** Standard working week is 37.5 hours a week. However, the demands of the job are likely to be such that a willingness to work longer hours, as required, will be necessary.

### **APPLICATION PROCESS**

Qualified candidates should complete the Saferworld **Job Application Form** and send to [recruitment@saferworld.org.uk](mailto:recruitment@saferworld.org.uk). Please use subject heading PC-Rumbek

### **NB:**

- ❖ **This vacancy is open to South Sudanese Nationals ONLY**
- ❖ **Hard delivered Applications will NOT be accepted**
- ❖ **Female candidates are strongly encouraged to apply**

We regret that only short-listed candidates will be contacted.

