



giz

Coordination
Office
South Sudan

Monday, November 30, 2015

VACANCY ADVERTISEMENT

Special Initiative Refugees (SIR) – Rehabilitation and Stabilization of Livelihoods in the Equatorias and in the Greater Pibor Administrative Area

POSITION	: (2) Project Coordinators
Duty Station	: Magwi and Morobo
Opening Date	: 01/12/2015
Closing Date	: 18/12/2015

GIZ (German International Cooperation)

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH has a wealth of regional and technical expertise and tried and tested management know-how. We are a German federal enterprise and offer workable, sustainable and effective solutions in political, economic and social change processes.

Most of our works are commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). However, GIZ also operates on behalf of other German ministries and public and private bodies in Germany and abroad. These include governments of other countries, the European Commission, the United Nations and the World Bank. We are equally committed to helping our clients in the private sector attain their goals.

Back Ground

The programme "Special Initiative Refugees (SIR) – Rehabilitation and Stabilization of Livelihoods in the Equatorias and in the Greater Pibor Administrative Area" aims at improving the livelihoods of returnees, IDPs and the local population in the Equatorias and the Greater Pibor Administrative Area.

The programme's main fields of activity in the Equatorias are: (1) Sustainably increasing and stabilising the agricultural production of smallholder households; (2) Strengthening agricultural advisory services and the organisational structure of smallholder production associations; (3) Reducing post-harvest losses. In the GPAA: (1) Increasing livestock, agricultural and fishing yields; (2) Improving the availability of safe drinking water; (3) Providing basic training for young people in the areas of agriculture, skilled manual trades and small business. The programme's duration is until December 2017.

Therefore, GIZ Coordination Office in Juba is currently seeking a qualified South Sudanese to fill the position of Driver to be based in Pibor for its project implementation.

A. Responsibilities

The Coordinator is responsible for all SIR activities, to supervise staff and to coordinate and supervise all running activities in Morobo County. He/she is also responsible for contacts with the official Counterparts and to organize and receive internal and external visits. The Coordinator reports directly to the Program Manager or his deputy. Frequent duty trips will be necessary.

The Coordinator shall:

- Manage the program activities in the county with close cooperation with the AV
- Report directly to the programme manager or his deputy
- Responsible for the program administration with regard to;
 - Manage the office and personnel matters (leave, illness etc.) for Morobo operations in close cooperation with the TL/AV;
 - Program-related budget management; verify budget and sign vouchers based on the GIZ rules and regulations
 - Management of vehicles, equipment and material according to GIZ rules and regulations;
 - Management of visitors compound/guest – staff houses independently from GIZ funds.
- Support the Finance Assistant in planning and managing program funds according to GIZ rules and regulations.
- Advice assists, supervise and motivate the assigned staff in all matters with regard to program implementation.
- Support the Finance Assistant for planning and managing program funds according to GIZ rules and regulations.
- Monitors the development and implementation of program plans and activities in close consultation with counterparts and program management.
- Deal with the design, preparation and implementation of workshops, seminars and other events on issues related to the programs area of activity.
- Develop and organise quality assurance measures and suggests necessary changes, improvements and initiatives.
- Coordinate closely with the departments at Boma and Payam level and other institutions and organisations with regard to SIF matters.
- In coordination with authorities facilitate the process of integrating GIZ SIR concepts and programs into plans at County, Boma and Payam level.
- Coordinate implementation with other GIZ sister programs and national and international NGO partners.
- Deliver a monthly/half yearly/yearly report about implementation of activities and administrative issues to the TL/AV.
- Guarantee close cooperation with SIR Head Office in Yei and also with Coordination Office when needed.
- Attend meetings and workshops – with previous agreement of the TL/AV – on Morobo level.
- Assist in Program planning, monitoring and evaluation.
- Identify capacity building needs of staff.
- Use GIZ Capacity Works to manage activities.
- Analyse, assess and provide recommendations on project proposals by the County Administration, development partners, beneficiaries and other relevant stakeholders in close coordination with the TL/AV.
- Provide needed data the result base monitoring and contribute to report on monitoring.

B. Management responsibility

- Staff management in accordance with GIZ management principles and guidelines to promote a sense of corporate identity, enable employees to carry out tasks independently and create scope for creativity and innovation
- Responsibility for monitoring and managing staff and ensuring that they provide cost-effective services
- Carrying out the annual staff assessment and development talk for staff members who report to him/her

C. Required Qualifications, Competences and Experience

- University Bachelor Degree in Community Development, Rural development, Agricultural Economics.
- Proven experience in working with multiple stakeholders (NGOs, private sector, government organizations and international organization).
- Excellent communication skills in English.
- Excellent computer skills.
- Excellent in preparing reports.
- Ability to conduct and facilitate training and extension sessions at different levels.
- High capacity for tolerance and the ability to cope with demanding environments.

Professional experience

- 2-3 years' of professional experience, with at least 3 years' professional experience in a comparable position preferably in Sub Sahara Africa or Horn of Africa, possibly South Sudan.

Other knowledge, additional competences

- Good knowledge in English, Local Arabic and other local native languages widely spoken in the areas are advantageous.
- Ability to work independently, take initiative and manage activities concurrently.
- A substantial understanding of rural development/ rural communities.
- Ability to interact effectively with different stakeholders.

Application procedures

Applicants should submit their CV, copy of national certificate and cover letters declaring intention for the position to GIZ Coordination Office located next to Paradise Hotel and opposite to Juba Town main mosque, Ministries Road, Juba, to GIZ Project Office Magwi and Morobo or by email to HR-Suedsudan@giz.de. Applications shall be sent not later than 18th. December 2015, before 16:00hrs.

Please note that all applications should be submitted with **non-returnable** photocopies of all the relevant documents including recommendation(s) from previous employer(s).

Original documents will only be required for verification during interviews if requested.

NB:

- This position is open only to **South Sudanese Citizens**. Only shortlisted candidates will be contacted for interviews.
- Provide precise CVs
- Examine your qualification and ensure that it matches with the job profiles then apply
- Please indicate the duty station you are applying for clearly otherwise your application will not be considered.