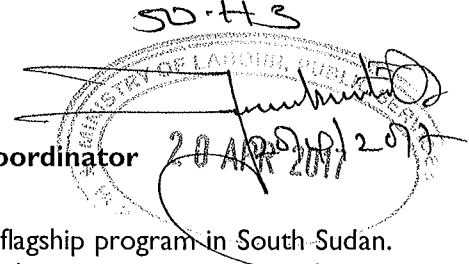


External Job Advertisement

Roving Regional Program Development Coordinator



The Viable Support to Transition and Stability (**VISTAS**) Program is USAID's flagship program in South Sudan. The Program's goal is to mitigate the further spread of communal violence and rising tensions in critical areas where conflict may have national implications. VISTAS targets lower-level, local conflicts which are vulnerable to higher level political manipulation or which may impact the national dynamics and reflects the new context and the different dynamics on the ground.

VISTAS objectives are:

- To increase space and tools to manage conflict and tensions. VISTAS identifies opportunities within and across communities in critical areas to mitigate disputes, promote peace messages, and strengthen the tools and resources needed to build trust and find solutions to problems.
- To build cross-line interdependency to promote peaceful coexistence. VISTAS works with actors and communities in critical areas to promote and establish mutually beneficial interdependence and understanding of the value of maintaining a positive and peaceful coexistence.
- To promote a more informed community. VISTAS work to promote access to reliable and trustworthy information for communities in critical areas in order to mitigate political manipulation and misinformation that could lead to further tensions and conflict.
- To engage communities in trauma awareness to lay the foundation for healing and reconciliation. VISTAS works with communities to understand how trauma has perpetuated historical tensions and begin to bridge these divides, paving the way to reconciliation through other processes.

Currently VISTAS operates in areas within Upper Nile, Jonglei, Lakes, Unity, Northern Bahr el Ghazal and the Equatorias

Position Title: Regional Program Development Coordinator

LTTA: Long term: One (1) year- with possibility of extension)

CCN: South Sudanese

Location: Akobo, South Sudan

Reports to: Deputy Regional Program Manager (DRPM)

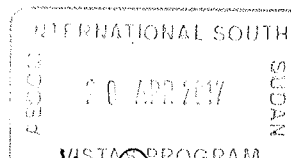
Key Responsibilities:

The Regional Program Development Coordinator, who reports to the Deputy Regional Program Manager, will be based in a field office (Akobo) with regular travel throughout the area of engagement to ensure that grant development is done in line with the program strategy and current local context. The RPDC is expected to be knowledgeable on current and historical conflict trends of the region, identify potential grantees, develop strategic project concepts into fundable activities, and provide contextual analysis that will contribute to the VISTAS program strategy. The Regional Program Development Coordinator will develop and maintain unbiased, open and professional relationships with relevant actors including but not limited to local authorities, community groups, NGO's and other international organizations.

Main Duties include:

Activity development and Implementation

- Develop and complete grant documentation using the VISTAS database
- Identifying and working with potential grantees, design grant ideas that are in line with the VISTAS strategy and suitable for the local context



Handwritten signature

- Develop detailed budgets using Excel in preparation for Green Light Submission in coordination with the Grant Specialist (GS)
- Coordinate with the Grants Specialist on implementation plans
- Support the full implementation of the activity with the Grants Specialist and provide technical guidance and quality control for all aspects of programmatic development, including but not limited to financial, tracking, grantee engagement, reporting and documentation
- In coordination with the Deputy Regional Program Manager and the Senior Management Team, assist the Grants Specialist in problem solving during the development/implementation of the grant activity if needed
- In coordination with the Deputy Regional Program Manager and other AISS staff, support any procurement (grants/operations) as needed, in line with AISS and USAID regulations and limits
- Maintain petty cash as needed and coordinate with the Field Admin/Finance Officer (if in place) and Juba Finance Department on the reporting of all payments

Grant Close out

- Ensure that proper grant and financial documentation is completed and uploaded to OneSource
- Coordinate with the Information Team on the close-out of all grants
- Final review of AEFs for submission to DRPM
- Work closely with M&E on cluster and other evaluations as needed

Grantee Development

- Work closely with grantees to build their understanding of VISTAS objectives and their capacity to be effective grantees
- Assist the grantees with the preparation of their deliverables including final reports and final grant evaluation, etc. - building their capacity to potentially be long term partners of the program
- Identify new grantees for future VISTAS activities

Reporting and engagement

- Provide programmatic and situational updates as well as research and analysis of conflict trends in the region
- Responsible for producing activity notes, bi-weekly, quarterly, annual and relevant ad-hoc reports and submitting to the regional, information, and senior management teams
- Represents VISTAS in meetings and ceremonies as needed
- Coordinate with the local government to facilitate AISS staff, USAID, and infrastructure contractors missions and program implementation in the program areas
- Liaise with local actors, including government counterparts, local partners, community representatives, NGOs and donors, to ensure that the program is kept abreast of new information, and that VISTAS activities are appropriate for transition and conflict mitigation
- Understand and enforce the Program's policy of zero tolerance for fraud and corruption
- Any other duties as designated by your supervisor or Senior Management Team

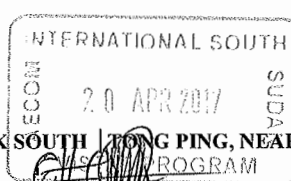
Qualifications, experience and skills needed:

The RPDC must be an individual with sound judgment, good communication and team working skills, strong analytical skills, and excellent written communication. The successful candidate will have a nuanced understanding of local and national context, and a deep understanding of conflict issues at the state, county, payam, and boma levels.

In addition, the individual must meet the following minimum qualifications:

- A university degree in a related subject
- At least 5 years of work experience
- Written and spoken fluency in English and Nuer
- Previous experience of working on grants, preferably in-kind
- Proficiency in Microsoft Excel, Word, and Outlook
- High level of comfort in working in the field and operating independently, as well as within a team
- Aptitude for working in a multi-cultural environment

HOW TO APPLY FOR THIS JOB:



Interested candidates who meet the above mentioned conditions should submit their application letter and CV listing three references and a phone number or other contact details to: **The Human Resources and Administration Director, AECOM International- Kololo Road, Road No 5, Block No 3 K South Tongping, , near the Immigration Office, Juba, South Sudan Or e-mail to southsudanrecruitment@aissudan.com . Not later than May 01 2017.**

Note, AECOM International South Sudan is an equal opportunity employer; it does not discriminate on the basis of religion, race or political affiliation. Female candidates are highly encouraged to apply. In the subject line of thee-mail, please put the job title and location of the position.

