



# Christian Mission for Development

*Transforming lives, building communities*

## **Job Vacancy – Field Coordinator (1) Longechuk County)**

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**Location: Longechuk County, Upper Nile State**

**Reports to: Education Manager, with dotted reported lines to Operation manager and Finance manager in Juba Office**

**Job Commencement (start in 1<sup>st</sup> August 2018 and end on 31<sup>st</sup> December 2018 – renewal based on performance)**

### **About CMD**

Christian Mission for Development (CMD) is a registered non-profit, humanitarian relief and development organization based in Juba, South Sudan. CMD was founded in 2005 following the signing of Comprehensive Peace Agreement – CPA. Since then, CMD has been operational as a humanitarian and development organization mitigating suffering, providing lifesaving assistance and holistic social services to most vulnerable communities focusing especially on women, children and youths in South Sudan. CMD will implement a 2-year Education Program in Longechuk County funded by UNICEF.

### **Our Vision**

“CMD envisions empowered, holistically transformed and peaceful communities growing in unity and diversity towards self-reliance”

### **Our Mission**

“CMD exists to inspire, empower and transform communities to move towards self-reliance through the provision of holistic social services and development assistance”







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## Job Description

CMD is looking for a qualified Field Coordinator who will work in Longechuk County to effectively support the implementation of Education programs. The Incumbent will be directly answerable to the Education Manager and Operation Manager with dotted reporting lines to Finance Manager. The job functions will include but not limited to the followings:

## Duties and Responsibilities

The field coordinator should be able to:

1. Manage the daily operational and tactical decisions and undertakings of the base
2. Facilitate the work of the local team on various levels
3. Be the driving force behind the implementation of a successful programmes and the general running and management of the base
4. Contribute to future programmes design and prepare business cases to support resource mobilization.
5. Maintain regular contact with local working partners, local authority and beneficiary community to build complementarity and ensure AAP.
6. Supervise the Education Officers, Field Accountant, Field Logistic Officer and the rest of the field team
7. Ensure visitors receive a proper security and context briefing and monitor the security adherence.
8. Recruit, brief, supervise and perform evaluations of local staff when needed/requested.
9. Monitor the daily running of the office by the local team.
10. Prepare monthly activities report and success stories and share them with Juba Office
11. Write interim and final reports of fund usage in the field

Details of responsibilities:

1. Supervise, facilitate and support the local team as well as to act as a main liaison point between the offices.
2. Be in charge of the monitoring of existing programs
3. Represent functions towards partners and local authorities
4. Be in charge of the team security and coordination in conjunction with the security and logistics manager
5. Manage human resources
6. Be in charge of the financial, administrative and logistics management: supervise the work carried out by other field staff.
7. Be in charge of internal and external communication
8. Carry out planning and draft reports -Elaborate the general context work







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## Required qualification / Skills/Experience:

- ❖ A Bachelor's degree in social sciences; Diploma in the same field with extensive work experience in management will be accepted in lieu of Bachelor's degree.
- ❖ 3 years of relevant experience with a humanitarian organization
- ❖ Computer knowledge specially Microsoft office
- ❖ Must be able to learn quickly and adapt to CMD's operation principles
- ❖ Upholding good Christian Values and high moral standards
- ❖ Excellent communication skills in English and Arabic.
- ❖ Ability to work selflessly with the community of Greater Longechuk
- ❖ Excellent organizational skills

## How to apply:

To apply, please send your CV and a cover letter highlighting **why you would like to apply for the job** to CMD Field Offices C/O Relief International (RI) Compound in Mathiang or E-mail your application to the following e-mails [hrcmdsouthsudan@gmail.com](mailto:hrcmdsouthsudan@gmail.com) [education@cmdafrica.org](mailto:education@cmdafrica.org), [cmdsouthsudan@gmail.com](mailto:cmdsouthsudan@gmail.com) **by 15 /July /2018** with the email subject "**Field Coordinator – Longechuk**". Please also include the names and contact details of two referees.

