

**DORCAS**  
RELIEF & DEVELOPMENT



**Position:**

**LOCATION:**

**START DATE:**

**DURATION:**

**VACANCY ANNOUNCEMENT**

**Project Coordinator.**

**Wau, South Sudan**

**ASAP**

**1<sup>st</sup> May to 31<sup>st</sup> December 2019.**

Dorcas is a Christian relief and development organization which operates from the Netherlands through different field offices within Eastern Europe, Middle East, and Africa. Dorcas is committed to fulfil the command of Jesus Christ to care for and empower the poor and oppressed. Dorcas accomplishes this by promoting self-reliance through Development, the provision of social care and assisting in emergency situations.

Dorcas South Sudan is looking for an English-speaking, South Sudanese, for the position of the Project Coordinator (PC). The Project Coordinator is (PC) is responsible for the management and implementation of the project. The PC reports to the Programme Manger and works closely with partners, government, and other institutional stakeholders.

**Background:**

Dorcas Aid International is currently implementing a "Skills for Work Project" which is funded by the European Union. This project is jointly implemented by Dorcas, Edukans, and Light for the World, with Dorcas taking a lead in the implementation process.

The project targets vocational education training (VET) providers, and other stakeholders in order to contribute to increase employability and income generating opportunities for young women, men and youth living with disability in South Sudan through provision of demand driven quality vocational and skills training and access to productive resources by Civil Society Organization and local authorities in the two states. (Wau state, and Gogrial state)

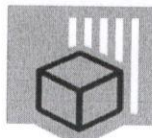
**Key Result Areas:**

**Results I – Project implementation**

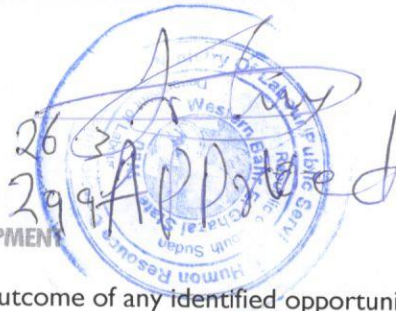
**Activities:**

- Overall management of the project. Leads project implementation according to the approved log frame and budget.
- Provide the proper support to the program staff in several locations and different geographical areas.
- Manage the project budget.
- Working with program staff and procurement to ensure that supplies are delivered on-time, within scope and within budget.
- Using appropriate techniques to manage changes and alterations in project scope, schedule, and costs.
- Manage the administrative tasks of the project staffing including recruitment
- Participate in the recruitment of project staff.
- Periodically assesses whether the approach and project inputs are leading to the desired outcomes and suggests the necessary changes of approach when and where needed.
- Informs the Country Director/ Program Manager of any proposed changes and approaches donor requesting change of activities and the related financial consequences to obtain necessary approvals.





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- Maintains communication as required, to discuss the outcome of any identified opportunities and/or barriers to the successful completion of the project
- Manage job creation centers, loans and grants system and working with private sector to engage apprenticeships.

## **Result 2 – Donor Relations**

### **Activities:**

- Identify and build relations with potential donors, including EU and other Donors.
- Writes full project proposals including developing the logical framework and activity sheet together with the action plan including results and KPIs
- Develops the projects and works with financial team to develop the budget.
- Assists the Programme Manager in writing the proposal according to the guidelines of the institutional donors.
- Attends to donors requests/questions and inquiries and escort donors to project sites;

## **Result 3 – Project Management**

### **Activities:**

- Ensures that all project targets are met on time.
- Manages the efforts of all key cross-functional departments to perform all project-related activities according to project achievements / accomplishments / updates in a manner ethical business practices, the organization's rules and regulations
- Assists the Programme Manager to recruit the needed staff; identifies their job description and roles and assess their performance along the project lifespan
- Reviews action plans with implementing team periodically, and discuss challenges, and decides on best practices;
- Monitors the action plans at least once a month by meeting the team, visiting the project sites
- Leads discussions with formal and informal community structures to maintain productive relations with communities participating in the project;
- Follows up on the effectiveness of activities and make sure they lead to the desired objectives;
- Maintains all project data and leads in developing a project MEAL structure.
- Reviews monthly financial reports and monitoring sheets prepared by the project financial officer to make sure expenses are within the approved budget and planned time frame.

## **Result 5 – Evaluating and reporting**

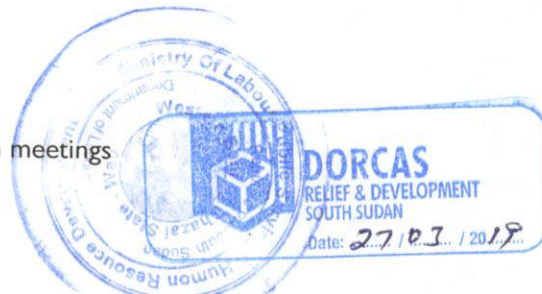
### **Activities:**

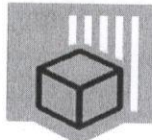
- Writes internal and external reports (in collaboration with the M&E Officer) according to the donor requirements;
- Gives input to discussions and questions from donor/ Program Coordinators at Headquarter regarding the progress reports;
- Facilitates periodic and/or end of project evaluations to assess project outcomes, define findings, lessons learnt and best practices.
- Design monitoring tools in collaboration with the M&E department;
- Assists the financial department in submitting project related financial reports;
- Updates FO staff members about the project highlights;

## **Result 6 – Participate in different tasks and taskforces**

### **Activities:**

- Attend and participate in relevant cluster and coordination meetings





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Approved  
*[Signature]*  
26/3/2019

- Join special taskforces to contribute to innovative and better quality outputs;
- Be available to help out with other assignments should there be a need to.

#### **Required Qualification & Experience**

- Master's degree of Education, social science or other relevant degree with least 3 years' experience of senior project management **Or**
- Bachelor's degree of Education, social science or other relevant degree with least 5 years' experience of senior project management.
- Past experience with INGO.
- Excellent command in written and spoken English.
- Experience in managing grants, loans and microcredit projects
- Experience in working with job creation projects

#### **What we offer**

- Working environment with scope for professional and personal development;
- Being part of valued professional in a dedicated, motivated and intercultural team;
- Dorcas offers a gender sensitive working environment.
- A competitive salary in the senior scales of the organization that takes into account the qualification and experience of the candidate.

#### **How to apply**

Please submit your application (including CV, cover letter and contact details of 3 referees), **ONLY** by email to [office@south-sudan.dorcas.org](mailto:office@south-sudan.dorcas.org). Please indicate clearly the post you are applying for, by mentioning in the subject matter of your covering letter.

**Closing date: 17<sup>th</sup> April, 2019**

Only shortlisted candidates will be contacted.

*[Handwritten signature]*

