



JOB DESCRIPTION

Job Title:	Project Coordinator – South Sudan
Location:	Yambio
Management responsibility:	Driver
Budget responsibility:	State-level activity budgets of approximately USD50, 000-100,000 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 of continued funding
Salary	\$30,600 - \$34,100 per annum
Application opening date:	27th June 2016
Application closing date:	11th July 2016

Description of Saferworld and South Sudan programme:

Saferworld is an independent non-governmental organisation that works to prevent and reduce violent conflict and promote cooperative approaches to security. We work with civil society, governments and international organisations to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.

Saferworld has been working in Africa since 1997, with a primary focus upon East Africa and the Horn region. We have well-established programmes in Kenya, Uganda, Somalia and South Sudan. In addition, Saferworld supports regional and international conflict prevention and security processes. Saferworld headquarters are in London, with offices in Nairobi, Kampala and Juba. The South Sudan Country Director, based in Saferworld's office in Juba, manages the South Sudan Programme.

Saferworld's South Sudan programme aims to **develop and implement community-focused and integrated responses to the complex mix of security, conflict and development challenges** faced by the people, the state and international partners. The programme will improve:

- **Security sector governance and community-focused security responses**, focusing on policing service delivery, the role of informal security providers, civil society oversight, and linkages between security, conflict and development responses.
- **Small arms control policy, legislative framework and its implementation**
- **Multi-sectorial national and international responses to conflict and insecurity** through providing information and analysis and sharing lessons from practical programming.

The programme seeks to achieve change in these three areas through working with national and state-level government and civil society stakeholders, and international actors.

The geographic focus will be on the state in which the Project Coordinator works, with some engagement national, regional and international issues.

Job Purpose:

The Project Coordinator will be responsible for the successful delivery of Saferworld's community security activities in Yambio, WES Sate, and for linking with other Saferworld South Sudan programme streams and advocacy work nationally and internationally.

Key areas of responsibility:

1. Develop and implement state-level project activities, and build and maintain relationships with project partners, beneficiaries and other stakeholders
2. Financial management and reporting for all State activities
3. Narrative reporting for all State activities.
4. Management and supervision of one car and driver.
5. Contribute to development of the country programme strategy, particularly in relation to the strategy for the relevant state
6. Represent Saferworld externally at the state level and elsewhere as appropriate
7. Responsible for day-to-day oversight of the state office including security management in most locations
8. Assist in donor reporting, fundraising and monitoring and evaluation when requested

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.

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.
- **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:** \$30,600 - \$34,100 Basic 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 send their **CV and Cover Letter** to recruitment@saferworld.org.uk. Please use subject heading **PC-Yambio**

NB:

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

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