

Approved
Cheng Zhen
PC - Job
13/02/2017

SO. A.S.
MINISTRY OF LABOUR PUBLIC SERVICE
13 FEB 2017

JOB OPENING

War Child Holland is a Dutch Charity International Non-Governmental Organization founded on October 9, 1995 and is registered at the Amsterdam chambers of commerce in the Netherlands. Charity number: 41215393. War Child in South Sudan is registered with the Ministry of Legal Affairs and the South Sudan Relief and Rehabilitation Commission. War Child Holland strives for the healthy mental development of children who have lived through war and conflicts. This will enable them to contribute to a peaceful future. War Child specializes in providing psycho-social assistance to children in former war zones, using all kinds of creative methods. The organization has projects in Juba, Bor, Torit and Nimule

Job opening	Project Coordinator- For Community-based child protection and psychosocial support project
Position open for:	South Sudanese Nationals only
Advertisement date:	8 th February, 2017
Desired start date:	March, 2017
Duty Station:	Malakal and Nimule
Positon reports to	Country Director
# of project coordinators needed	2 (one for Malakal and one for Nimule)
Duration of contract	10 months
Closing date:	27 th February, 2017

Purpose

The Project Coordinator (PC) is the spider in the web for a certain project. He/she is responsible for the overall planning, implementing, monitoring and evaluating and reporting of the project, both content wise as financial, and ensures the project will meet its objectives and outcomes within the agreed timeframe and budget. The project can be implemented in one or more locations; the PC will provide the oversight and coordination for all the locations where the project is implemented. He/she makes sure that the quality of the project is in line with War Child's Program Approach and Minimum Standards for child protection and psychosocial interventions. He/she reports to the CD and has functional lines with the Program Development Manager (PDM), the Logistical and Security Manager (LSM) and Finance and Human Resource Manager (FHRM) at country office level. He/she supervises Project Officers and Finance Admin and Logistical officer at the location level.

- General Job Summary**
- Coordinate the implementation of planned project activities in all the project locations where the project is implemented
 - Mentor and supervise Project Officers, Finance Admin and Logistical officers at the field location(s)
 - Monitor the implementation of project activities in the field locations, according to project design: objectives and outcomes of the project with corresponding budget
 - Submit quality narrative and financial reports and activity plans in a timely manner to the donor, according to donor requirements, with support from the PDM, LSM and FHRM
 - Hold regular review and reflect meetings with all staff and relevant stakeholders
 - Facilitate audits and evaluations of the project, if needed
 - Establish and maintain good working relationships with relevant stakeholders in all the field locations and at national level

Specific Job Description

Coordinate the implementation of project activities in the field locations, according to project design: objectives and outcomes of the project with corresponding budget

- Support participatory in depth assessments in the different field locations to gain

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- understanding of the issues affecting children
- Support the development of and coordinate implementation of project plans and associated budget plan at location(s) regarding child protection and psychosocial activities

Mentor and supervise Project Officers, Finance Admin and Logistical officers at the field location(s)

- Supervise and mentor staff in accordance to their job descriptions and work plans and undertake performance planning and appraisal of Project Officers, Fin Admin and Logistical Officers in staff compliance with HR policy (e.g. leave requests).
- Supervise and support Project Officers in the effective implementation of community-based child protection and psychosocial support interventions in all the target locations
- Assist FHRM and PDM with recruitment of staff when required
- Timely report security incidents with staff in project locations, if applicable, to LSM and CD and work closely with them to mitigate risks for staff in the project locations
- Support and/or organize different capacity building trainings for government staff, community workers, volunteers and community leaders and teachers on child protection and psychosocial support activities in collaboration with PDM (including technical expert consultants)

Monitor and Evaluate project in locations

- Undertake regular field visits to locations and communities to ensure implementation of agreed work plans and deadlines
- Oversee the collection of project information and data regarding the project implementation
- Maintain a proper filing system for hard copies and soft copies of files.
- Coach and guide Project Officers on monitoring, reporting tools, quality data collection and reporting
- Submit quality narrative and financial reports and activity plans in a timely manner to the donor, according to donor requirements, with support from the PDM, LSM and FHRM
- Hold regular review and reflect meetings with all staff and relevant stakeholders
- Submit quarterly (3M), bi-annual (6M) and annual (12M) progress internal reports on the project to the PDM for WCH Head Office
- Provide input to WCH's program strategy and planning at country level
- Facilitate audits and evaluations of the project, if needed

Establish and maintain good working relationships with relevant stakeholders in all the field locations; at state, county and at national level

- Liaise with relevant ministries, local partner/s, international organizations for effective implementation and coordination of project activities
- Participate in technical coordination meetings with other agencies and stakeholders on child protection and psychosocial support
- Follow up, monitor and support the activities of national NGO partner in the implementation of case management activities, if relevant

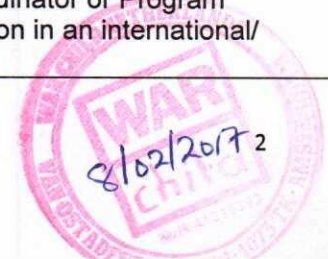
Requirements

1) Education Qualifications.

- A minimum of Degree in Social Sciences and Development Studies or a related field.
- Certificate/s of Program Management is required
- Certificate/s of training on Child Protection and Psychosocial Support is an advantage

2) Work Experience

- A minimum of 5 years of working experience as a Project Coordinator or Program Manager, with an (I)NGO on project development and implementation in an international/humanitarian context



- A minimum of 5 years' experience with supervising staff, finance and HR administration and tools & systems.
- Experience with participatory planning and programming methods
- Commendable work experience with War Child preferred.

3) **Skills and Competencies**

- Strong project management skills, including financial and reporting skills
- Adopt at critical analysis
- Effective negotiation skills
- Strong leadership skills and ability to make decisions
- Ability to organize and prioritize work
- Ability to assess social/ political situations and able to act and communicate in a diplomatic way in delicate situations
- Ability to work independently and accurately
- Demonstrated ability to work in multi-cultural environment and establish harmonious and effective working relationships within and outside the organization
- Ability to supervise staff with varying educational backgrounds
- Computer skills
- Strong oral, writing and reporting skills in English language
- Good sense of following security procedures and experience working in hardship and delicate conditions

Commitment to the vision and goals of War Child Holland in South Sudan including adherence to the Child Safety Policy, is essential.

Note: Female candidates with the right expertise are preferred and highly encouraged to apply.

How to apply:

Application letters along with CVs, copies of certificates and National ID addressed to the Human Resource Department can be delivered to **War Child Holland Office-in TongPing, Juba; opposite Turkish Embassy**, you can also drop at; **War Child Canada-field office, opposite Humanitarian Meeting Hall in Malakal (Upper Nile) and Global Aim Office in Nimule OR** by email to info.ssdco@warchild.nl . The position "Project Coordinator" must be clearly indicated in your subject line of email or on the envelope

Please note that any application letter received is returnable and War Child Holland is not obliged to give feedback/notices to none shortlisted applicants.

War Child Holland South Sudan values your applications, however, only shortlisted candidates will be contacted.

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