



Approved
Hya
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DIRECTORATE OF
MINISTRY
PUBLIC SERVICE & HR
JUBA

JOB ADVERTISEMENT

Job title:	Community Engagement and Accountability Coordinator
Unit/Dept./Delegation:	Organisation Development Department, Juba South Sudan
Reports to:	Organisation Development Manager

ORGANIZATIONAL CONTEXT

The SSRC was established by law on 9 March 2012 with the SSRC Society Act, 2012. SSRC was formally recognised by the International Committee of the Red Cross (ICRC) on 18 June 2013, making it the 189th National Red Cross Society in the world. In November 2013 the SSRC was admitted into the International Federation of Red Cross Societies. SSRC's headquarters is based in Juba with a total of ten (10) branches – and a growing network of sub branches. There are currently over 200 SSRC staff members at the Headquarters and branches and approximately 6000 volunteers across the country.

The society's work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff **MUST** abide by and work in accordance with the Red Cross and Red Crescent principles.

SUMMARY JOB PURPOSE

- To contribute to the development of the Community Engagement and Accountability project, focusing primarily on the SRC supported project supporting branch development, and further integrating CEA into other projects and programmes
- To support SSRC in development and implementation of Community Engagement and Accountability ways of working based on adapted IFRC guidelines, and drawing from the experiences of previous Accountability to Beneficiaries (ATB) programmes in the region.
- To manage and support project design, planning, implementation, monitoring and reporting of Community Engagement and Accountability project.

JOB DUTIES AND RESPONSIBILITIES

Programme Development

- Provide technical assistance to SSRC in assessment and identification of needs, priorities, objectives, outputs and core components and activities related to Community Engagement and Accountability.
- Support and advice on the development and implementation of CEA activities in SSRC projects/programmes.
- Ensure incorporation of the stakeholders views, comments and feedback into the Community Engagement and Accountability project design
- Programme Implementation
- Provide programmatic and technical lead in overall planning Community Engagement and Accountability project activities, including capacity building of relevant staff and volunteers.
- Support targeted branches and their staff and volunteers in implementation of the Community Engagement and Accountability project activities.

- Ensure progress on project implementation by providing programme management support to SSRC staff and volunteers in the Community Engagement and Accountability project, including development and revision of quarterly adjusted action plans and budgets.
- Participation in relevant coordination clusters, networks and working groups' meetings representing community view points and taking forward issues linked with Community Engagement and Accountability.
- Take leads in quality assurance of the Community Engagement and Accountability project deliverables in line with the donor requirements and relevant standards, primarily those developed by and linked with the IFRC CEA guide.
- Responsible for gender and diversity mainstreaming to ensure the equitable representation and accurate reflection of all components of the community and their views in projects and programmes, with a particular focus on ethnic and religious identity, gender, age and any particular factors linked to vulnerability among the target population.
- Ensure the minimum standards for accountability to communities are integrated into the project cycle at both headquarters and particularly branch level.

Programme Monitoring and Evaluation

- Develop Planning, Monitoring, Evaluation and Reporting (PMER) tools for the Community Engagement and Accountability project implementation based on existing resources from the IFRC CEA guide and previous regional ATB programmes.
- Take part in and support the planning and implementation of assessments, baseline studies, reviews and evaluations.
- Monitor that the Community Engagement and Accountability project is implemented in accordance with obligations and requirements specified in project documents, agreements and annual plans.
- Undertake regular field-visits to the Community Engagement and Accountability project's sites and maintain regular contact with branches and other local stakeholders.
- Undertake project risk analysis and contribute to development of mitigation measures.
- Ensure PMER tools are readily available to concerned staff and volunteers for data collection, management and analysis.
- Responsible for the quality assurance of the Community Engagement and Accountability project and its deliverables as per the project documents.
- Ensure that the right data is collected and analysed to inform the project team for better decision making.

Reporting

- Submit project reports as required/specified in the Project Agreement with the Swedish Red Cross and grant agreements/contracts with donors.
- Draft project and monitoring reports, and provide inputs/comments to review/evaluation reports.
- Responsible for submission of monthly and quarterly reports as per the reporting deadlines to the line supervisor.

Partnership and Capacity Development

- Strengthen cooperation and networking with relevant national and international in-country stakeholder.
- Assist and support in further developing capacity within SSRC on Community Engagement and Accountability.

Financial Management

- Contribute to participatory budget development and revisions
- Conduct regular budget monitoring, contribute to the preparation and timely submission of quarterly fund requests and financial reports as required

Power of decision-making in relation to the tasks

- Daily budget responsibility of project budget in line with budget guidelines and donor requirements

Communication in relation to the tasks

- Daily communication with SSRC and Swedish Red Cross counterparts
- Regular communication with SSRC management and Swedish Red Cross counterpart
- Regular communication with stakeholders in country

Competences requirement

- Technical expertise within Community Engagement and Accountability, Organizational Development and project/programme management.

Personal skills

- Cultural sensitivity
- Team-player
- Networker
- Patience and stress coping skills
- Result-oriented
- Good communicator
- Strong analytical skills

POSITION REQUIREMENTS

Degree in Social Sciences, Development Studies or equivalent technical field

Development Studies or equivalent trainings

Proven skills in Community Engagement and Accountability/Organisational Development

3 years of work experience in the field of capacity building, managing people and talent development

Project formulation and development of project ideas and proposals

Experience in supporting organizational learning, accountability and performance management

Resource mobilization and financial management of projects supported by major donors

Experience of working for a humanitarian aid organisation

Self-management skills: ability to set and implement working goals and plans with minimum external inputs

Programme management of development projects including planning, monitoring and reporting skills

Self-supporting in computers (Windows, spreadsheets, word processing)

Skills in training and mentoring

Excellent communication skills

Knowledge of the Red Cross and Red Crescent Movement

English (fluent)

Local languages (Arabic)

How to apply:

Interested applicants should submit their **CV with 3 references**, copy of their National ID and copies of credentials including day time telephone contact to Human Resources Department Or by email: vacancy@southsudanredcross.org Please indicate the title of the position you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross headquarters at plot #4, Block Ministries, Munuki Area – Juba. Please clearly indicate the position you are applying for on the back of your envelop.

Deadline for submission is on 22nd March 2017.

Note: Only shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of SSRC.

Female Candidates are encouraged to apply