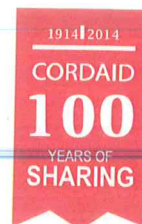


Cordaid



BUILDING FLOURISHING COMMUNITIES

05 MAR 2019



Vacancy notice

Re-Advertisement 4th March 2019

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose additional technical capacity is required. Therefore, Cordaid would like to recruit a **Project Coordinator** as detailed below,

Position: Project Coordinator

Duty station: Nimule

Reporting Line:

The Project Coordinator reports to the Program Manager – Health Care based in Torit.

Purpose of this position:

The Project Coordinator to Coordinate all Cordaid activities at the Nimule level and will manage the Nimule hospital activities.

Key Responsibilities and Accountabilities:

1. Administratively manage the HPF program activities at Nimule hospital on behalf of Cordaid
2. Work with key hospital staff in the day to day planning and management of the Hospital activities.
3. Maintain high, cordial and professional working relationship with fellow health staff, hospital staff, state ministry of health and other actors in the state
4. Support other projects related to health at the Nimule level including the TB control project and coordinate with the other projects
5. Ensure that all technical reports due to the donor are submitted as required and on time
6. Advise and support the Hospital Director in the management of hospital activities and ensure synergy of action
7. Provide Administrative support to the Hospital Management Team and ensure timely implementation of activities
8. Ensure tracking of the output of the project by providing monthly progress reports from the state hospital and share with the Program Manager Lot 1.
9. Participate in the Senior Health Management Team (HMT) meetings at the hospital as and when necessary.



10. Work with the Program Manager to identify hospital staffing gaps, develop terms of reference and support the state to recruit staff for the hospital and lobby for additional staff with the ministry of health.
11. Plan and conduct quarterly review meetings of the project with the participation of the state ministry of health and the hospital Medical Director and the State Ministry of Health.
12. Track, approve and review field purchase requests and ensure monthly financial reporting is undertaken by the field to Juba in timely and accurate manner
13. Attend relevant coordination meetings at the state feedback to Cordaid Juba Office and HPF as may be necessary.
14. Promote project visibility (this will include MOH, Health Pooled Fund and Cordaid visibility) in project based events.
15. Ensure donor compliance at every stage in the implementation of this project. This includes compliance in the areas of financial expenditures, procurements, use of equipment etc.
16. Work with the Team on ground to prepare and submit quarterly reports to the Health Program Manager/Health Advisor
17. Manage all Security, logistics, and procurement issues of the project in liaison with the Juba office for the Nimule staff working with all staff in the field
18. Support the clinical teams to improve quality at the hospital by ensuring that the regular CMEs and clinical audits are undertaken and documented
19. Liaise with all thematic managers at the Juba level to support in the integration of Cordaid activities at the Wau level
20. Attend to other duties as instructed and directed by the line Manager.

Qualifications required

1. Bachelor/master's in medicine with 2 years' experience in Hospital management and administration and preferably with a master's in Public
2. At least 5 Years' experience in project management and grant management
3. Ability to develop implementation plans for project activities
4. A good understanding and experience of working with state Officials, State Ministry Officials, Donors and UN agencies in South Sudan.
5. Previous experience of working in South Sudan and Ability to work in areas of limited resources.
6. Excellent report writing and reporting skills and people skills
7. Ability to work under pressure to deliver and in a resource limited area.
8. Ability to develop and manage a team
9. Must have good networking skills,
10. Excellent project management skills and experience in working with local authorities.

Further information and how to apply

Interested and qualifying applicants can submit their application letter including a CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email hr.southsudan@cordaid.org

Mention the vacancy reference number position in subject line.

e.g. **CSS03/03/19 Project Coordinator - Nimule**

Deadline for submission is by the **21st March 2019**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted.

All applications submitted cannot be returned.

