

**Job Advertisement**

**Position: Relief/Development Coordinator**

**Employer: Catholic Development Office (CDO)**

**Background**

Catholic Development Office (CDO) is a relief and development agency of the Kosti Pastoral Region of the Catholic Archdiocese of Khartoum. It operates in Upper Nile State (Maban and Renk Counties) of South Sudan to offer emergency relief and development programmes to those in need, without discrimination. CDO has been working in Renk and Maban since mid-eighties. CDO has a long experience working in the two Counties implementing community-driven programmes that address a broad range of social issues, from relief to community development and education. Recently it has been working with both the host community and Sudanese refugees in Maban as well as the IDPs.

**I.** **Summary/Purpose**

The **Relief and Development Coordinator** will lead CDO’s work an involvement in the three parishes in Renk, Maban and Wadakona in line with Kosti Pastoral Region’s strategy. The scope of the posts falls into the following board functions:

* Strategic development and delivery of the CDO strategy, programmes and activities,
* Development of concrete and accurate proposals and follow up with donors
* Effective internal and external representation of the programmes both cross the Kosti Pastoral Region, and with key local, national and international stakeholders
* Staff management, leading on the recruitment, management and support staff, in accordance with Pastoral Region’s management standards
* Office management, overseeing the effective management of CDO’s offices an assets in the three counties, ensuring compliance with all relevant legal frameworks
* Risk and Security Management, taking responsibility for any associated risks of operating within the programme, ensuring appropriate risk identification, mitigation, monitoring escalation and resolution.

**Job Scope**

The post holder will be responsible for building effective working relationships with peers in the Kosti Pastoral Regions. The post holder will be expected to undertake frequent travel connected to the management of the programmes and achievement of the CDO strategic objectives.

**Accountability**

The role reports to the Bishop of the Kosti Pastoral Region an directly manages the following roles

* Project Coordinators
* Office administrator,
* Finance officers
* Project Officers

**II. Essential responsibilities and tasks**

1. **Strategic development and delivery of CDO strategy, programmes and activities**

* Establish clear strategy and direction for both Relief Response and Development / Capacity Building/ programming in the region in collaboration with the Bishop
* Explore possibilities of new emergency relief and programs in the region
* Explore possibilities of new Development and Capacity building programs in the region
* Assist the Bishop of Kosti Pastoral Region in bringing an overview on programs and future projects of CDO.
* Generate ideas and develop relationships with donors, introducing and representing CDO in sector meetings

1. **Development of concrete and accurate proposals and follow up with donors**

* Write concise proposals that communicate the humanitarian situation and the areas of attention for CDO and that fit with the overall CDO strategy.
* Work closely with the Bishop, Project Coordinators, Field Officers and all relevant staff in CDO to develop concept papers based on the emergency assessment outcomes and development needs in the region, donor interests and CDO strategy
* Identify information gaps blocking proposal completion and secure the necessary information to complete.
* Develop project proposals in such a way as to ensure harmonization across projects and sectors to produce a cohesive, credible and coordinated programme according to the agreed strategy.
* Research and give regular updates on proposal opportunities, progress, and submissions.
* Ensure that all project proposals adhere to CDO’s Mission and Vision, M&E standards and Sphere Standards.
* Rapidly revise, update and expand concept papers into full project proposals as recommended by donors.

1. **Effective internal and external representation of the programmes**

* Act as the key/lead contact (can be delegated as appropriate) in the 2 counties in relationships with the Catholic Church, with national and international organisations, and relevant Governmental departments.
* Maximise opportunities for co-operation around programmes, humanitarian, with other relevant actors, promoting complementarity and avoiding duplication. This includes holding strategic relationships, liaising with relevant donors, other NGOs in order to raise the profile of CDO’s work, etc.;
* Ensure that the CDO team understands and acts upon organisational plans and priorities and is proactively engaged with teams across Kosti pastoral region and with other Catholic Church structures.
* Participate in Diocesan, church p[pastoral and organisational fora and debates contributing to direction setting, better understanding of organisational priorities, and stronger engagement with parts of the Kosti pastoral Region to facilitate learning and maximise opportunities..

1. **Staff management**

* Lead on the recruitment and management of staff according to CDO’s and Kosti Pastoral Region’s standards, so that staff are empowered, and the effectiveness of the team is maximised;
* Lead, manage and support direct reports (and staff under shared management arrangements), including setting objectives, organising regular 1:1 meetings, conducting annual performance reviews, providing coaching, and ensuring team members have individual development plans.
* Ensure that direct reports or staff under shared-management arrangements follow CDO’s (Kosti Pastoral Region’s) induction process, and that all staff receive a complete and thorough induction before completion of probation;
* Ensure that all necessary policies and procedures are in place and followed by staff in terms of security, procurement, vehicle management, whistles blowing, gender, safeguarding children, use of equipment, medical cover, local terms and conditions – including salary scales. Provide for training of staff in such policies as necessary.

1. **Office management**

* Ensure legal compliance (e.g. CDO’s registration in-country and in the counties; tax legislation, etc.), keeping documentation up-to-date and secure, and ensuring registration-related documentation is shared with relevant staff in the Kosti Pastoral Region Offices;
* Oversee the management of CDO office(s), including maintenance and protection/security of the building, assets and support systems. This includes computer software and hardware, vehicles, bank accounts and procurement;
* Ensure provision of on-the-ground support to visitors (from within or outside CDO), in line with previously agreed plans, or within reason.

1. **Risk and Security Management**

* Ensure the development of CDO risk management policies and that the risk management strategies are reviewed regularly.
* Ensure project and programme-level risk registers are developed, with risk mitigation actions appropriately incorporated into project and programme design;
* Ensure significant issues are promptly escalated to the Bishop and or his delegate authority with in the Kosti Pastoral Region.
* Undertake security risk mapping, engaging with the relevant security co-ordination mechanisms;
* Ensure the CDO Security Plan(s) within the line of responsibility are written, up-to-date and accessible, with (a) Standard Operating Procedures developed as appropriate to reflect specific security risks, and (b) contingency plans that include medical evacuation, relocation/evacuation and hibernation;
* Lead on staff security and safety ensuring all necessary policies and procedures are in place and followed;
* Act as primary security manager for visitors to the areas of operation.

**III. Qualifications, Skills and Requirements**

* This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.
* Experience in developing technical and cost proposals, preferably with Church related agencies, UN, and government donors.
* Demonstrates confidence and leadership and is able to support and train local and staff and also able to work with conflict affected / in need communities in a sensitive and participatory manner.
* University Degree required, preferred in Business Administration, International Development, Community Development or related discipline. Knowledge of one or more of the following: Food and Livelihoods Security, health or Hygiene Promotion, community development, education, or community water supply and sanitation.
* 3+ years demonstrated management experience in development of emergency Relief and or Development programming.
* Require general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
* Willingness to travel in and out of field.
* Practical, quick, reasoning skills; must be able to keep communication lines open with all parties in program of scheduling changes.
* Organizational and time management skills.
* Ability to coordinate activities with other agencies, build and maintain positive working relationships.
* Ability to understand complex needs situation and advice program design accordingly.
* Team player, committed to motivating and leading staff towards new projects and ideas.
* Experience of working with the Church, preferably Catholic Church

**Other:**

* Fluency in English and Arabic.
* Excellent interpersonal skills
* Very Good presentation skills
* Excellent written and spoken English; ability to draft high quality proposals
* Ready to work under pressure and stress tolerance

**Contacts/Key Relationships:**

* Bishop of Kosti Pastoral Region
* CDO donors
* CDO stakeholders
* Programme/project teams
* Finance/Administration Teams

**Working Conditions:**

Stationed in Maban – with frequent travel to project locations in the field. Ready to participate in local, regional and national meetings.

To apply: send CV or Resume and Cover Letter to jobs\_sudan@cafod.org.uk; cc email address: [boni\_mccj@yahoo.com](mailto:boni_mccj@yahoo.com).

**Deadline for applications is: April 12th 2016.**