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NORWEGIAN CHURCH AID
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NCA SOUTH SUDAN PROGRAM

ADVERTISEMENT



Position: Area Field Coordinator
Reporting to: Head of Programme
Geographical Area of responsibility: Former Warrap State, Republic of South Sudan
Duty Station: Kwajok Gogrial West (Overseeing Alek Office)
Date Advertised: 16th March 2017

Organization Profile

Norwegian Church Aid (NCA) is an ecumenical, diaconal, humanitarian and non-profit Non-Governmental Organization (NGO) mandated by churches and Christian organizations in Norway to work for global justice, by empowering the poor and challenging the wealthy and powerful. Together with our constituency and our partners, NCA commits to the vision: Together for a Just World. NCA provides assistance to the people of South Sudan and has been present in the country continuously since 1972.

The Position and Areas of Responsibility

NCA is looking for a suitably qualified and experienced candidate to fill the position of **Area Field Coordinator**.

The Area Field Coordinator is the official representative of NCA at the field level, so under the overall management of NCA Country Representative. Works under the day to day management of the Head of Programme to ensure NCA Representation and programme implementation in the area is well managed. He/she shall work closely with staff, partners and stakeholders, including the State Government, to ensure a smooth operation of NCA programmes in the area.

MAIN TASKS:

In co-ordination with the Head of Programme, the Area Field Coordinator's position is to perform the following roles:

Management

- Support effective implementation of NCA strategic plan in accordance with the roll-out plan, and in close coordination with the Head of Programme.
- Provide overall oversight of programme and staff in the area of operation and ensure a smooth operation
- In close consultation with the Head of Programme, ensure effective representation of NCA in area coordination forums including UN Cluster meetings
- Coordinate with the Government and NGOs in the area to ensure synergy and coordinated humanitarian and development work of NCA
- Liaise with Finance Department to provide overall financial oversight at the field level, and enforce the implementation of strict financial guidelines of NCA
- In consultation with the Head of Operations, implement NCA policies at the field level and ensure that these are understood by field staff and strictly adhered to.

- As the security focal point in the field office, the Area Field Coordinator shall coordinate closely with NCA safety advisor and his/her assistant to ensure close monitoring of field security issues, implement security plans and take prompt security actions as and when advised by the NCA Safety Advisor/Officer and/or the Country Representative.
- As part of the NCA Senior Management Team in South Sudan, the Area Field Coordinator shall participate as requested in Senior Management Meetings (SMM), and ensure that field staff are consulted prior to SMM and implement the decisions of the SMM.

Programme Management

- Co-ordinate programme work at the field level by providing programme guidance and support to programme staff throughout the project cycle management
- In close coordination with the Head of Programme and programme unit in Juba, coordinate key programme events at the field level including planning, reporting and learning
- In consultation with field programme staff, coordinate effectively with NCA partners on the ground, ensuring that relationships are developed and nurtured for better programme impact
- Coordinate annual programme planning and budgeting, ensuring that field staff actively engage in the planning and budgeting process, and finalise these processes in a timely and accurate manner
- In consultation with Juba office, support the implementation of PDR by facilitating the development and review of field PDR objectives, coordinate and conduct PDR interviews as well as share NCA South Sudan Representation PDR objectives with field staff
- Support capacity assessment of NCA implementing partners and the development of partners capacity plans, to contribute to partners' capacity strengthening
- Within the deadlines and formats given, compile reports and provide inputs for all NCA supported projects and programs in the respective field areas of operations.

Other tasks:

- Assist in any other related matters necessary for the execution of NCA South Sudan activities.

Qualifications, Experience and Skills

- Bachelor's Degree in social sciences, social work or other qualifications related to Gender in Development. Masters will be an added advantage.
- 3-5 years' experience in a similar position or related field.
- Excellent attention to detail, with organisational skills, maturity and the ability to work under pressure
- Professional and friendly communication style, with the ability to communicate with a wide range of stakeholders

The closing date for receipt of applications is **Wednesday, 5th April 2017**.

Interested candidates should submit the following documents along with their application:

- A cover letter with full contact details, explaining why they feel they are suitable for the position
- A current CV with Copies of academic and professional certificates
- Three references, which should include their current or most recent Supervisor

Applications should be submitted by email to:

vacancies.ncass@nca.no with a copy to Azima.ArkanieloRockson@nca.no and AyenAleu.Yel@nca.no

Or delivered to NCA Office in Juba, Buluk near UNDP Office

This position is open to South Sudanese citizens only. NCA is an equal opportunity employer, and qualified female candidates are encouraged to apply. Only short listed candidates will be contacted.

