



Advertisement for CSF Project Coordinator –Bor Based

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan.

The long-term objective of NPA's Civil Society Development Program (CSDP) is to facilitate a dynamic and vocal civil society in South Sudan. NPA works with local organizations across the country, including those working on women, youth, media and land rights issues.

NPA has recently received funding from the Civil Society Facility (CSF) to support our work with Civil Society Organizations in Bor. NPA wishes to recruit a highly competent, proactive and self-driven person for the position as *CSF Project Coordinator, to be based in Bor*. With an emphasis on ensuring effective working relationships with NPA stakeholders and partners, this is a key position within the CSDP team supporting the management of the CSF Project.

Purpose of the Position:

The purpose of the CSF Project Coordinator is to act as the focal point for the CSF project and work closely to support the organizational development of our partners based in Bor. The position holder will also work closely with NPA staff to ensure they are effectively managing their partnerships with civil society. The position holder will work closely with the NPA Partner Accountant, making sure that all rules and regulations of NPA and of donors are properly complied. The post holder will work closely with coordinators in CSDP and other relevant teams working with partners. The position reports to the CSDP Programme Manager.

Duties and Responsibilities

- Support / Lead the design, coordination, and implementation of all Partner capacity development activities beginning with the Organizational Growth Tracker(OGT);
- Work with NPA Project Coordinators and Senior Partnership Officers to supervise and coordinate the organizational development plans for all partners.
- Develop strategies and tools for developing the capacity of local partners and beneficiaries, specifically at the grassroots level;
- Conduct baseline survey assessment for all partners and develop annual capacity strengthening plans for all partners
- Work closely with the Project Coordinators and CSDP PM to develop tools and systems for effective partnership management.
- Develop an annual joint capacity strengthening plan for the project
- Conduct partner feedback surveys with NPA partners.
- Work closely with CSDP PM to establish small funding pool for partners to apply for funds for capacity strengthening related activities.
- Coordinate quarterly Civil Society Forums with NPA partners in Bor.

- Work closely with the NPA Partner Accountant to ensure NPA partners are meeting donor compliance requirements.
- Perform M&E data quality checks on NPA partner reports.
- Produce and submit reports and updates for the project and as may be required by donors and internal reporting mechanisms.
- Work closely with Senior Partnership Officers to provide mentorship, coaching, trainings to partners.
- Coordinate with other stakeholders on supporting partners and civil society in South Sudan.

Desired Qualifications/Skills/Experience

- University degree in social work, community development/ social science/ development studies.
- Demonstrable experience in community and/or international development including coordination or management experience.
- Strong project management skills and possession of good report writing skills.
- At least Five (5) years' experience working with an NGO in South Sudan.
- Experience and knowledge of civil society development and engagement in South Sudan.
- Excellent understanding of Project Cycle Management and ability to use Logical Framework Approach for project planning and management.
- Strong organizing, coaching and mentoring skills.
- Strong team working, communication and interpersonal skills.
- Strong analytical and presentation skills.
- Experience working in a multi-cultural setting.
- Proficiency in the English language, and good writing and computer skills.
- Ability to exercise conscience and non-tolerance to corruption and discrimination.

NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.

Qualified women and South Sudanese nationals are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: hr-sud@npaid.org. Please copy in MichelleDA@npaid.org and ayumem@npaid.org.

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF), Juba, and South Sudan.

Applications submitted after 12:00 noon on Friday 10th November 2017, will not be considered.