



Job Advertisement

Project Coordinator - ERT

Job Purpose: Working as a senior member of a diverse team who are committed to serve the world's most vulnerable with practical and compassionate care, the Project Coordinator manages the implementation and coordination of the designated field projects. Providing leadership, strategic direction, management and evaluation of all aspects of the Medair projects, the Project Coordinator also plays a key role in liaison with local authorities and other relevant stakeholders, team leadership and security.

Key Responsibilities

Project Management

- Oversee the overall implementation of the designated project(s) in consultation with the relevant Project Manager(s) and in accordance with the project proposals, ensuring objectives are met within the required time frame and budget. Where necessary, ensure preventative and corrective action is taken
- Manage a comprehensive activity plan for the designated project(s), including resource needs analysis, covering the time frame of the project proposal
- Support relevant Project Manager(s) in day-to-day decision making as requested
- Ensure that regular monitoring and evaluation assessments against project objectives are conducted and reports made to the relevant in-country or HQ managers or to donors
- Maintain an overview of the regional context with a view to the strategic development of new projects both in current sites and in surrounding regions. This may include baseline needs assessments
- Support the Programme Funding Manager, the Deputy Country Director and the Country Director in the development and production of new concepts and proposals
- Develop, in consultation with the other senior field managers, an implementation strategy which is appropriate to the country context and strategy
- Ensure complete and timely reporting of activities to Medair, donors, line managers and any other relevant bodies
- Ensure all relevant documents related to the designated project(s) are produced and filed according to Medair and donor guidelines

Representation

- Develop and maintain relationships with relevant stakeholders (e.g. beneficiaries, community leaders, local and national government officials, donors, UN agencies and other NGOs) and represent Medair at relevant meetings (e.g. state and local government, sector-coordination and security) in order to facilitate and ensure cooperation and partnerships
- Attend OCHA EP&R meetings and meetings relevant to specific emergencies and emergency responses.
- Liaise regularly with UNOCHA, cluster leads and co-leads (WASH, health, nutrition, NFI), representatives of the Government of South Sudan and other emergency response partners in discussing potential or current emergencies.
- Accompany donors on field trips and ensure programme details are transmitted in a timely and professional manner

Financial Management

- Plan and construct the budgets for the designated projects, in collaboration with the relevant Project Manager(s) and Sector Advisers and in accordance with donor guidelines
- Working with the relevant Project Manager(s), ensure that budgets are spent according to donor proposals and regulations and within the appropriate timeframe, making any budget adjustment recommendations to the Deputy Country Director, Programmes
- Monitor the spending of the designated project(s) to ensure they operate in line with Medair and donor guidelines for financial accounting and reporting practices, sign off on expenditures up to USD 10,000.

Staff Management

- Line manages five positions: four Project Managers, an ERT Logistics Officer, and a Programmes Assistant.
- Ensure all personnel related issues for the staff of the designated project(s) are carried out in accordance with Medair guidelines. This includes recruitment, appraisal, objective setting, development and training, disciplinary action, etc. If applicable, work with the relevant Project Manager(s)
- Ensure that staff receive appropriate and adequate training by providing mentoring and coaching and through the promotion of capacity building of local staff
- Hold regular team meetings and, through a consultative leadership style and a transparent, honest and supportive communication structure, develop and build an effective team
- Promote the health and security of the staff of the designated project(s) by ensuring the application of security guidelines, health and safety in the workplace and healthy living conditions and practices

Security Management

- Guide the process, monitor and review security assessments for new locations and the security status of the area(s) of operation on a regular basis, liaising as applicable with local authorities, other NGOs, the UN or other relevant security bodies. Make reports, as appropriate, to the Country Director
- Ensure all staff members working for the designated projects and all visitors receive appropriate briefings and on-going training in security-related topics
- Oversee and monitor staff adherence to security protocols, including security incident reports
- Ensure security plans and protocols for the area(s) of operation are updated and implemented in response to changes in the security situation
- Train and support relevant Project Manager(s) in security planning, management, implementation and monitoring

Quality Management

- Promote and use the Medair e-library and other operating procedures, ensuring that all standardised formats are used and guidelines are followed
- Ensure designated project(s) are implemented in line with donor proposals and requirements and in accordance with Medair, donor, country and international standards e.g. Sphere and HAP standards, WHO recommendations, etc. Follow the direction of the relevant advisors at HQ regarding quality, strategy and technical guidelines
- Regularly assess and provide feedback and recommendations on the quality of the programmes and interventions during field visits and at other relevant times

Delegated Responsibilities

- Support the Project Funding Manager in the preparation and writing of donor proposals and reports in collaboration with the relevant Sector Managers and other senior in-country and HQ managers
- Implementation of the assigned project(s) within budget and the agreed time frame
- Management of the applicable budget(s) for the assigned project(s)
- Authorisation of expenditure on applicable budget lines up to USD 10,000
- Line management of assigned staff, including recruitment, performance monitoring, disciplinary action, etc.
- Responsibility for security of assigned project staff and Medair assets
- Representation of Medair at meetings and through relationships with external partners (e.g. community leaders, local and national government officials, UN agencies and other NGOs)

II. Person Specifications

Essential

- University degree in a relevant subject such as Management / Development Studies / Business Administration
- 2 years post-qualification experience in a management position, preferably in a relief environment
- Excellent English (spoken and written)
- Computer literate with good working knowledge of Microsoft Excel, Word and Outlook

Desirable

- Post-graduate degree in the humanitarian sector
- Security management training
- Leadership training
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Applications deadline: 25th ^{JUN} May 2018.

Please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: recruitment@southsudan.medair.org Human Resources Department, Medair South Sudan, Theo Road, Hai Tongping.

Female are highly encourage to apply. Email applications are highly recommended

