



South Sudan
Plot 592, Block 3K, Airport Road
Tomping, Juba (UNMISS ROAD)
Central Equatoria

15th May 2017

VACANCY ANNOUNCEMENT

POSITION TITLE: Project Coordinator
DUTY STATION: Ulang County, Upper Nile
REPORTS TO: GBV/Protection Program Manager
STATUS: Full Time
SUPERVISOR CAPACITY: Program and Operation Staff

COUNTRY PROGRAM OVERVIEW

The overall objective of the ARC South Sudan program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, ARC implements a multi-sectoral program that includes primary health care, tertiary care, Nutrition, WASH and Gender based violence prevention and response activities. ARC currently works closely with the County Health Departments in large scale county wide health and nutrition programming. ARCs GBV programming is expanding its outreach mechanisms and introducing innovative new initiatives. ARC has program activities in Central and Eastern Equatoria, Northern Bahr Gazal, and Upper Nile.

PRIMARY PURPOSE OF THE POSITION

The Project Coordinator will be the overall focal person overseeing ARC activities in Ulang. The Project Coordinator will also be leading GBV prevention and response activities in Ulang, including technical oversight and support to GBV project staff. The position will be based in Ulang Upper Nile State, South Sudan.

MAJOR AREAS OF ACCOUNTABILITY PRIMARY DUTIES/RESPONSIBILITIES:

The responsibilities of the Project Coordinator will include but are not limited to the following:

1. Coordination

- Coordinate with other organizations, including local associations, to strengthen multi-sectoral services for survivors and to integrate GBV concerns into different sectors.
- Work with partners and community members to develop a GBV referral pathway for available services.
- Contribute to the positive image and overall credibility of the organization, notably through the application of the organization's Code of Conduct.
- Represent ARC in relevant coordination mechanisms and provide update on project activities as required.



- Collaborate with local authorities, government Ministries and other stakeholders and maintain good working relationships with other service providers.

2. Assessment and Program Planning

- Contribute to assessments, ensuring adherence to safety and ethical recommendations.
- Conduct regular safety audits and share results with partners.
- Identify locations to establish safe spaces for women and girls, identify support structures to reinforce, and appropriate entry points for support services.
- Contribute to concepts or proposals as requested

3. Human Resources Management

- Identify, train, monitor and support program staff and volunteers.
- Develop support strategies for staff and introduce principles of self-care.
- Work closely with the HR personnel in the recruitment and orientation of local staffs.
- Lead in the performance appraisals for the GBV Project staffs in Ulang.

4. Program Implementation and Capacity Development

- Establish psychosocial support services for women and girls.
- Establish a case management system and provide regular support to case management processes.
- Establish referral pathways with community input.
- Establish safe information sharing procedures
- Train GBV staff and select community focal points to become activists of GBV prevention and response.
- Coordinate with health program to ensure appropriate GBV response services are in place. Provide recommendations, trainings as appropriate
- Organize information sharing campaigns to share key protection messages with communities
- Compile monthly and quarterly reports, on time and with accurate data
- Maintain flexibility to take on added responsibility as and when needed
- Prepare timely and concise donor reports as appropriate

5. Financial Management

- Develop work plans in line with financial BVAs
- Budget management and reviewing BVAs shared by finance and provide feedback
- Work with Finance and Logistics to plan and procure supplies within program budgets
- Ensure compliance with donor regulations

6. Security

- Ensure compliance with security protocols and policies
- Consider security implications of all program activities, reviewing all new initiatives with local staff and community leaders
- Provide security updates to the security officer as required
- Any other duties as requested by the supervisor



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