



Approved
Hga
13/07/2017



| JOB ADVERTISEMENT | |
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| Job title: | Operations Coordinator |
| Duty Station: | Juba Headquarters |
| Reports to: | Head of Programmes |

ORGANIZATIONAL CONTEXT

The SSRC was established by law on 9 March 2012 with the SSRC Society Act, 2012. SSRC was formally recognised by the International Committee of the Red Cross (ICRC) on 18 June 2013, making it the 189th National Red Cross Society in the world. In November 2013 the SSRC was admitted into the International Federation of Red Cross Societies. SSRC's headquarters is based in Juba with a total of ten (10) branches – and a growing network of sub branches. There are currently over 200 SSRC staff members at the Headquarters and branches and approximately 6000 volunteers across the country.

The society's work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles.

Job Purpose:

The Operations Coordinator will provide leadership during all SSRC operations. He is responsible for ensuring the effective coordination of all SSRC operations, between SSRC departments and branches and with partners. He will ensure adherence to SSRC procedures and policies during operations and provide effective accountability to all stakeholders.

Duties applicable to all staff:

- Work towards the achievement of the South Sudan Red Cross goal through effective managerial and lateral relations and teamwork.
- Ensure an understanding of roles, responsibilities and lateral relationships and accountabilities.
- Perform any other work related duties and responsibilities that may be assigned by supervisor / line manager.
- Share and act in accordance with the Red Cross and Red Crescent Fundamental Principles and humanitarian values.



Specific duties, responsibilities and accountabilities:

Coordination and Management

- Maintain effective coordination and collaboration during operations between all departments, branches, teams and partners engaged in the operation.
- Support the SSRC Senior Management Team to mobilise the resources required to implement effective operations.
- Ensure that all operations adhere to SSRC policies and procedures and reflect good practice.
- Identify gaps and constraints during operations and work with responsible SSRC managers to address them.
- Maintain effective liaison during operations with all relevant authorities, both locally and at national level.
- Ensure appropriate communication with and participation of affected communities in all operations.
- Liaise with partners and other stakeholders during operations to ensure strong coordination.
- Ensure that the SSRC Secretary General is well-briefed during operations.
- Collaborate with the PMER team to deliver effective monitoring of operations, ensuring an appropriate response to any issues identified.
- Maintain strict adherence to SSRC security procedures during operations.

Capacity Strengthening

- Coordinate the evaluation of all operations, ensuring that lessons learnt are disseminated within SSRC and to partners and acted upon in future operations.
- Strengthen the capacity of SSRC departments, teams and branches to implement effective operations.
- Collaborate with the Heads of technical departments (Health, WASH, DM) to identify gaps in operational capacity at HQ and branch levels and develop initiatives to respond to these gaps.
- Develop and maintain all necessary policies and procedures relating to SSRC operations, ensuring that they are fit for purpose.
- Ensure that all Operations policies and procedures are disseminated to and understood by all departments and branches.
- Network with external organisations to ensure effective coordination and shared learning.



Planning, Monitoring, Reporting and Evaluation.

- Produce regular, timely and accurate financial and narrative reports for the SSRC for the operations k in close collaboration with PMERCoordinator
- Ensure that relevant SSRC documents are timely updated/ reviewed and disseminated to staff and volunteers and
- Ensure that beneficiary communication/ feedback mechanisms are incorporated in all SSRC programmes.

Lateral Relationships:

- Establish and maintain effective working relationships with other colleagues.
- Ensure effective working relationships with ICRC, IFRC, and PNS colleagues.
- Ensure effective working relationship with technical and service departments at regional and international level.

Person Specification:

Education

- University degree in social science (Economics, Business Administration, Development Studies, International Relations).

Experience:

- At least two years' experience in coordinating and managing operations.
- Good experience on organisational development, capacity strengthening and volunteer management.
- Experience of financial management in voluntary sector organisations.
- Good experience of the Red Cross and Red Crescent Movement.
- Strong experience of managing security issues in operations.

Skills and Knowledge:

- Strong understanding of social, political and economic issues in South Sudan.
- A good understanding of security management including Safer Access principles.
- Excellent communication skills.
- Good analytical skills.
- Driving license.
- First aid skills is an advantage.

Languages:

- Fluency in English, both written and spoken.
- Fluency in Juba Arabic.



Personal Requirements:

- Team leader and team worker.
- Well organised.
- Ability to take initiative and work independently.
- Ability to innovate.
- Willing to travel extensively in South Sudan.

How to apply:

Interested applicants should submit their Cover letter, CV with 3 references, copy of their National ID and copies of credentials including day time telephone contact to Human Resources Department Or by email: vacancy@southsudanredcross.org Please indicate the title of the position you are applying for in the subject line of the email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross headquarters at plot #4, Block Ministries, Munuki Area – Juba. Please indicate clearly the position you are applying for on the back of your envelop.

Deadline for submission is on 27th July 2017.

Note: Only shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of SSRC.

Female Candidates are encouraged to apply

