



Ebony Center for Strategic Studies is a non-governmental and not-for-profit organization (research center) operating in South Sudan since early 2012. The Center is dedicated to serve the people of South Sudan by undertaking strategic studies in the key areas of public policy, capacity building & institutional strengthening, agricultural development, poverty analysis, private sector development, oil & gas, banking and financial sector development.

We are seeking a qualified and motivated applicant to fill the below position based in Juba.

1.0 JOB ANNOUNCEMENT:

- 1.1 Position Title:** Program Coordinator
- 1.2 Major Group:** General Administration & Support Services
- 1.3 Sub-Group:** Program Services
- 1.4 Job Location:** Juba, South Sudan
- 1.5 Duration:** 24 months, subject to renewal based on performance and availability of funds

2. PURPOSE, DUTIES AND RESPONSIBILITIES:

2.1 Purpose: To manage and coordinate all the programs (research and otherwise) of the Ebony Center supported by various funders.

Duties and Responsibilities	% of Time
➤ Prepare and implement annual work plan for program(s) under the guidance of the Managing Director (MD) of Ebony Center	20
➤ Prepare progress reports on the programs to be implemented by Ebony	20
➤ Monitor and supervise the specific program activities	15
➤ Coordinate with other programs and stakeholders	10

➤ Assist in fund raising activities	10
➤ Conduct general awareness in the relevant program areas	10
➤ Facilitate in-country training program in related field	10
➤ Any other job assigned by the organization	5

3. **KNOWLEDGE AND SKILLS REQUIREMENTS**

3.1 Education: Minimum Master's Degree, in business administration, public administration, economics, finance.

3.1.1 Training: Relevant field including Administration, Research and Management.

3.2 Length and type of practical experience: Should have at least 4 years experience as Program officer or equivalent experience.

3.3 Knowledge of language(s) and other specialized requirement:

- English and knowledge of Arabic would be additional advantage
- Leadership, team work, and personal integrity

4. **COMPLEXITY OF WORK**

Program Coordinator:

- Involves in the coordination and implementation of a group of programs funded by various funders;
- Decision regarding critical matters and issues made with the guidance and approval of the MD;
- Provides advisory and supervisory support in the relevant program areas.

5. **SCOPE AND EFFECT OF WORK**

- Program staff and researchers require the Program Coordinator's assistance in planning, developing and carrying out vital administrative and professional support essential to the goal and mission of the Ebony Center for Strategic Studies
- Other Program staff (e.g. support staff, such as financial officer, admin assistant, research assistants, etc.) depends on the Program Coordinator for implementation of programs' activities.
- Critical to the successful implementation of program activities is the professional and personal integrity of the Program Coordinator.

6. **INSTRUCTIONS AND GUIDELINES AVAILABLE:**

6.1 **Instructions:**

- Visio, mission, and objectives of the Ebony Center
- Work and activities carried out in accordance with guidelines and instruction stipulated in the relevant documents of the funded programs

6.2 **Guidelines:**

- Six-year audited financial reports on the finances of the Ebony Center
- Assist in the development of Program Manuals and Guidelines

7. **WORK RELATIONSHIPS:**

- Interaction with the Ebony Center staff on a daily basis;
- Interaction with the researchers when required basis;
- Regular interaction with relevant donors (i.e. funders) and clients (e.g. government agencies such as the ministry of finance and Bank of South Sudan);
- Constant interaction and coordination with government institutions, commercial Banks, donors, UN agencies and other development partners.
- Interaction with similar professional groups/individuals both within and outside the Ebony Center.

8. **JOB ENVIRONMENT:**

There is neither medical insurance nor social insurance. The financial package is inclusive of all envisaged benefits.

Interested candidates, who meet the above qualifications, are invited to apply by sending in their application letters and CVs by *email* to: ajakbol@ebonycenter.org not later than October 20, 2018 at 5:00 pm. You may also deliver your hard copies at the Ebony Center near Zain Office, Juba Town, Opposite MTN along JIT/Juba Raha road.

Female candidates are highly encouraged to apply.