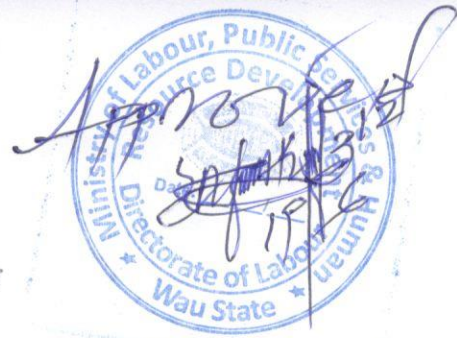




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VACANCY RE-ADVERTISEMENT.

Position: Project Coordinator –SSJR5 (FSL & WASH)
LOCATION: Wau, South Sudan
START DATE: ASAP
DURATION: 1st August to 31st December 2019.

Dorcas is a Christian relief and development organization which operates from the Netherlands through different field offices within Eastern Europe and Africa. Dorcas is committed to fulfil the command of Jesus Christ to care for and empower the poor and oppressed. Dorcas accomplishes this by promoting self-reliance through Development, the provision of social care and assisting in emergency situations.

Dorcas South Sudan is looking for an English-speaking, South Sudanese, for the position of the Project Coordinator (PC). The Project Coordinator is responsible for the overall execution of South Sudan Joint Response Five (SSJR5) projects in Wau state, and will lead in the implementation, monitoring, reporting and coordination of the SSJR5 project as implemented by Dorcas and partners. The PC is accountable to the Programme Manger and works closely with partners, government and other institutional stakeholders.

Key Result Areas:

Results 1 – Project implementation

Activities:

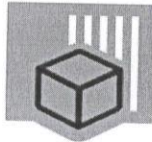
- Leads project implementation according to the approved log frame and budget.
- Periodically assesses whether the approach and project inputs are leading to the desired output and outcomes and suggests the necessary changes of approach when and where needed.
- Informs the Program Manager of any proposed changes and approaches donor requesting change of activities and the related financial consequences to obtain necessary approvals.
- Maintains communication as required, to discuss the outcome of any identified opportunities and/or barriers to the successful completion of the project
- Plans together with the other implementing partners on field activities that need to be implemented in the field.
- Supports the implementing team to develop bi-monthly work plans and reviews the work plans to ensure they contribute to the overall Programme implementation plan.
- Follow up closely with the MEAL officer activities being implemented against desired outputs and outcome.

Result 2 – Donor Relations

Activities:

- Identify and build relations with potential donors, including SSJR5 Donors.
- Writes full project proposals including developing the logical framework and activity sheet together with the action plan including results and KPIs
- Develops the projects and works with financial team to develop the budget.
- Assists the Programme Manager in writing the proposal according to the guidelines of the institutional donors.
- Attends to donors requests/questions and inquiries and escort donors to project sites;
- Through the Programme Manager keeps in touch and maintains relationship with the SSJR lead person.





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Result 3 – Project Management

Activities:

- Manages the efforts of all key cross-functional departments to perform all project-related activities according to project achievements /accomplishments /updates in a manner ethical business practices, the organization's rules and regulations
- Assists the Programme Manager to recruit the needed staff; identifies their job description and roles and assess their performance along the project lifespan
- Reviews action plans with implementing team periodically, and discuss challenges, and decides on best practices;
- Monitors the action plans at least once a month by meeting the team, visiting the project sites
- Leads discussions with formal and informal community structures to maintain productive relations with communities participating in the project;
- Follows up on the effectiveness of activities and make sure they lead to the desired objectives;
- Maintains all project data and leads in developing a project MEAL structure.
- Reviews monthly financial reports and monitoring sheets prepared by the project financial officer to make sure expenses are within the approved budget and planned time frame.

Result 5 – Evaluating and reporting

Activities:

- Adhere to internal weekly planning and reporting requirements;
- Writes internal and external reports (in collaboration with the MEAL Officer) according to the donor requirements;
- Gives input to discussions and questions from donor/ Program Coordinators at Headquarter regarding the progress reports;
- Facilitates periodic and/or end of project evaluations to assess project outcomes, define findings, lessons learnt and best practices.
- Design monitoring tools in collaboration with the MEAL department;
- Assists the financial department in submitting project related financial reports;
- Updates Field office staff members about the project highlights;
- Runs baseline surveys and prepares monitoring tools

Result 6 – Participate in different tasks and taskforces

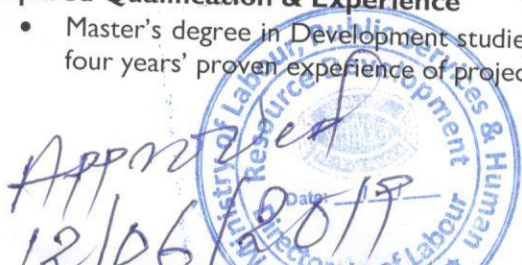
Activities:

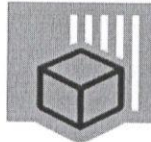
- Attend and participate in relevant humanitarian cluster meetings in the State of implementation and join relevant working groups that are of significance to the project particularly the Humanitarian Coordination Forum (HCF), Food Security and Livelihoods (FSL) Cluster meetings and Water Sanitation and hygiene (WASH) Cluster meetings.
- Join special taskforces within and outside SSJR to contribute to innovative and better quality outputs;
- Be available to help out with other assignments should there be a need to.

The duties and responsibilities listed are representative of the nature and level of work assigned and are not necessarily all inclusive.

Required Qualification & Experience

- Master's degree in Development studies, Agro economics, agribusiness, agriculture with at least four years' proven experience of project management, or





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- BSc degree in Development studies, Agro economics, agribusiness, agriculture with at least eight years' proven experience of project management,
- Past experience with INGO is preferable.
- Excellent command in written and spoken English.

What we offer

- Working environment with scope for professional and personal development;
- Being part of valued professional in a dedicated, motivated and intercultural team;
- Dorcas offers a gender sensitive working environment.
- A competitive salary in the senior scales of the organization that takes into account the qualification and experience of the candidate.

How to apply

Please submit your application (including CV, cover letter and contact details of 3 referees), **ONLY** by email to office@south-sudan.dorcas.org. Please indicate clearly the post you are applying for, by mentioning in the subject matter of your covering letter.

Closing date: 1st July, 2019

Only shortlisted candidates will be contacted.

