

JOB OPENING

LIVELIHOODS AND ENVIRONMENT COORDINATOR

Job Title:	Livelihoods and Environment Coordinator
Reports to:	Humanitarian Logistics Sector Head/Project Manager
Line Manages:	Livelihood and Environment Manager, Livelihoods Officer, and Environment Officer
Liaises with:	<i>Internally</i> – Head of Programme, Heads of Sectors, Area Coordinators <i>Externally</i> - Government representatives and local cultural leaders, UN agencies, multilateral and bilateral donor agencies, other Implementing Partners
Duty Station:	Juba, Jubek State (with frequent travel to the field locations)

Action Africa Help International (AAH-I-I), an international non-profit making agency that implements humanitarian relief, recovery and development projects in Africa, seeks to qualified candidate for the position of Livelihoods and Environment Coordinator for its program in South Sudan. Under the overall leadership of the Humanitarian Logistic Sector Head/Project Manager, the Livelihoods and Environment Coordinator is responsible for leading and managing AAH-I Livelihoods and Environment interventions in South Sudan

Job Summary: To provide leadership in the development, planning, management, implementation and monitoring of livelihoods and environment project activities ensuring that the project achieves its overall goal on time with effectiveness and conformity to donor and AAH-I policies.

Summary of Duties & Responsibilities

- The Livelihoods and Environment Coordinator will be responsible for quality and timely implementation of project activities, achievement of targets, preparations and timely submission of quality reports, in accordance with the donor specifications.
- Monitor progress of the initiatives undertaken, inform on progress and give advice on any programmatic changes he/she deems necessary.
- Be responsible to maintain good working relationship with UNHCR and partners.
- Ensure that UNHCR and partners stay informed about progress and ensure continued support and buy-in from all stakeholders if any changes are envisaged.

KEY RESPONSIBILITIES

1. Program Strategy

- As a member of the Project Management Team (PMT), help to shape the overall strategy for the Programme as articulated in the strategic plan.
- Ensure AAH-I's mission, values, and the Programme objectives are communicated amongst project staff and facilitate input from project staff in the strategic planning process.
- Represent the project area in PMT discussions, reviewing security management, progress against strategic objectives, budget expenditure, Human Resources, and any other operational concerns.
- Assist the Head of Sector/Project Manager and HR Manager in defining required team composition and organizational structure for the Department team in accordance with the AAH-I staff grading structure.

2. Project / Support Function Management

- Has overall financial oversight and monitors the Project budgets in consultation with the Head of Sector/Project Manager, Area Coordinators and Finance Department.
- Contribute to development of project proposals (narrative, log frame, activity schedule and budget) for AAH-I projects, through providing leadership on conducting assessments and the shaping of new project proposals
- Provide interim and final project reports on projects for submission to donors in accordance with the reporting schedule and the required reporting formats.
- Facilitate monitoring of the projects with project staff, to review project progress, review beneficiary feedback, identify corrective actions required, and capture learning.
- Promote and encourage an openness to welcoming feedback from beneficiaries and communities, and learning from staff
- Responsible for managing project budgets, in conjunction with the accountant, administration and logistics staff, ensuring project budgets are phased, a procurement plan is drawn up, and assisting project staff in managing specific project budget lines, monitoring expenditure to budget and identify any corrective actions required.
- Participate in project monitoring and evaluation to assess project impact and effective use of resources.
- Promote and encourage an openness to welcoming feedback from beneficiaries and communities, and learning from staff

3- Policy Compliance

- Responsible for security management for the project team in the designated area of operation, including writing and updating the location-specific Security Plan, ensuring staff are fully briefed and trained on the agreed security measures appropriate to the area, staff understand individual and collective responsibilities for safety and security and ensuring incidents are reported, critical learning is recorded and corrective actions taken.
- Responsible for health and safety for the project team in the designated area, ensuring policy is understood by staff, and any accidents/incidents are recorded appropriately.
- Responsible for the induction of project staff posted to the area, with the support of the HR Manager, ensuring their familiarity with AAH-I mission, vision, values, Quality Standards, policies

and Programme objectives and their individual responsibilities in upholding these standards and policies.

- In conjunction with the HR Manager and HR staff, ensure local recruitment is consistent with AAH-I HR recruitment policies, the legal context and local practice
- In conjunction with the HR Manager and HR staff, ensure HR policies and procedures are understood by the project team and implemented.
- In conjunction with the Finance Manager and finance staff, ensure financial management is in accordance with AAH-I financial policies and guidelines.
- In conjunction with the Operations Manager, Procurement Coordinator, ensure logistics systems (procurement, transport, storage, communications, asset management etc.) are in accordance with AAH-I and donor systems and policies.
- Ensure project completion, filing and archiving procedures are implemented.

4. Team Management

- Provide leadership to the project teams, ensuring clarity over project plans and priorities, encouraging effective team work and inclusiveness, and building a team spirit through regular meetings and team events.
- Provide management support to the project management team, in their management of others, and the implementation of work plans and budgets.
- Oversee the administrative functions for the project team, line managing administrative staff in the area of operation.
- Ensure AAH-I's staff performance management system is effectively implemented across the project teams, with objective setting, probationary reviews, regular catch ups, 6-monthly performance appraisals and exit interviews, carried out for all staff.
- Support the implementation of AAH-I's staff development policy, including personal development planning, across the project teams in a way that is consistent and transparent.
- Conduct disciplinary and grievance procedures, as required, in conjunction with the HR Manager.

5. External Representation

- Represent AAH-I to local authorities (whether formal governmental or informal de facto authorities), securing the necessary approvals to operate.
- Represent AAH-I to other NGOs, UN agencies, and visitors, ensuring coordination and constructive working relations and attendance at relevant inter-agency coordination meetings or delegating to staff as appropriate.
- Represent AAH-I to donors' representatives and other visitors to the project area.
- Support policy influencing (advocacy) activities at relevant local and regional levels, in consultation with the Country Director and Sector heads.
- Facilitate relationship building with AAH-I partner organizations and collaborative work in accordance with the AAH Programs.

6. Other duties/additional tasks

- Performs other duties and tasks at the request of Management

Person specifications

- University degree in Environment, Agriculture, Social Sciences, Project Management or equivalent in an area that is related to the project objectives, with a focus on a relevant field
- Proven track record of leadership, with at least 5 years progressive senior management experience
- Demonstrated field leadership in strategic program and project development, livelihoods and environment implementation, monitoring and evaluation;
- Inspiring leadership with excellent communication and interpersonal skills;
- Excellent diplomatic skills and ability to create positive relations with senior government officials, international organizations, NGOs and CBOs to enhance AAH-I's programs;
- Experience with financial management and compliance with donor requirements.
- Entrepreneurial orientation, self-starter able to work independently and cope with demanding work situations in complex setting.

Skills and Competence:

- Strong management and supervisory skills and experience.
- Demonstrated leadership ability in strategizing and coalition building.
- Strong analytical (both political and organizational) skills with good attention to detail.
- Ability to provide coaching, mentoring and leadership to team members.
- Commitment to and understanding of AAH-I's values, vision and mission.

Application Instructions

Interested candidates should email application letters and CVs (with 3 referees) addressed to recruitss@actionafricahelp.org to be received by **December 6, 2017** the email Subject Line must show the job title of the position and Location. AAH-I is an equal-opportunity employer. Only shortlisted candidates will be conducted. South Sudanese Nationals are specifically encouraged to apply.