



ADVERTISEMENT: PROJECTS COORDINATOR

Centre for Emergency and Development Support (CEDS) is a National NGO registered by the relief and rehabilitation commission (RCC) in South Sudan. Since 2005, we have been working together with partners and other stakeholders to achieve a poverty free society that is socially and economically self-reliant and conscious about basic human rights and dignity.

In Northern Bahr El Ghazal, CEDS has been implementing a number of projects in different sectors including WASH, food security and livelihoods, health, Sexual and Gender based Violence among others with funding from different donors and partners. CEDS is now looking to recruit **Projects Coordinator** to support in the coordination of project activities at field level.

Position:	Projects Coordinator
Duty Location:	Aweil East (Wanjok), Northern Barh El Ghazal, South Sudan
Reports to:	Country Programmes Manager with matrix reporting to the Operations Director
Supervises:	Project Officers

The officer will support the organization in;

- Liaise with the key organizational staff to ensure that all relevant project information is available for proposals development
- Participate in the draft proposal's development process ensuring the technical soundness and contextual appropriateness of the draft proposals.
- Works closely with the MEAL officer to develop detailed implementation plans for all the implemented projects.
- Capacity building of project officers to ensure that they properly understand the projects being implemented.
- Provides technical support the project officers in projects implementation.
- Takes lead to ensure that the projects implementation is on course and notifies the management on the project's implementation status.
- With the support from the GIO, develops the projects status reports taking into account the implementation challenges and proposed solution.
- Supervises the project officer assigned.
- Works closely with other relevant officers to ensure that the 3W and 5W's are developed and submitted to the GIC for review before submission to the donors.
- Ensures that quality and timely donor reports are developed and submitted for review and submission to the donors.
- Liaises with the government officials and other stakeholders as necessary during the implementation of the projects
- Represents the organization in different humanitarian forums and meetings including cluster meetings, IAWG meeting.

The desired candidate for this position needs to have these minimum qualifications;

- At least a bachelors degree and or masters in social sciences, food security, WASH, Health or any other related course is a MUST.
- Professional training in monitoring and evaluation, project planning, proposal writing and humanitarian accountability will be an added advantage.

- iii. At least 5 years continuous experience in projects supervision in a national or an international NGO is a MUST.
- iv. Excellent communication and reporting skills is essential
- v. Must have above average computing skills.
- vi. Experience in working in fragile environment is necessary
- vii. Knowledge of key donors (UN, DFID, USAID among others) requirements and regulations will be highly preferred
- viii. Training facilitation skills will be an added advantage.

If you meet these required qualifications and is interested in joining our dynamic team, please send **your motivation letter and a resume of STRICTLY not more than 3 pages** to: vacancies@cedss.org **mentioning your expected gross salary before the 20th December 2019.**

Hard copy applications can also be **dropped at our Aweil Office (Hai Mathiang, Aroyo road, Aweil Town) or our coordination office in Juba (Hai - Malakal, cemetery Road, behind former Eritrea Embassy, Juba)**

Only shortlisted candidates will be contacted for interviews.

NOTE. CEDS is committed to diversity and inclusivity within its workforce, and encourages qualified female candidates to apply. CEDS does not tolerate any form of canvassing and any attempt will lead to automatic disqualification.

Only attach copies of your documents and the submitted copies are not returnable.

Approved by Director of
Labour & Public Service
Aweil
23/12

