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UNIDOR - SOUTH SUDAN

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Job Advertisement

06th August 2024

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| POSITION | RSRTF Project Coordinator/Manager (1 position). |
| JOB LOCATION | Mayendit |
| REPORT TO | RSRTF Program Specialist |
| SUPERVISES | Project Officers and Community Liaison Assistants |
| DURATION | 5 Months with possibility of extension |

Organizational Background :

Universal Intervention and Development Organization (UNIDOR) is a South Sudanese national and Faith based Organization founded in 2004 and is legally registered by the Relief and Rehabilitation commission (RRC) with registration number 181. UNIDOR is a member of South Sudan NGOs forum, active member of different working clusters across the Country. UNIDOR operates in 4 states and over 11 counties in South Sudan with program portfolio covering health, nutrition, FSL, WASH, Education, General protection including GBV and Child Protection, Peace-Building and Conflict Resolution. UNIDOR continues to provide lifesaving humanitarian assistance to the vulnerable people of South Sudan with the aim of rebuilding lives and restore peace.

The RSRTF Project Coordinator/Manager is responsible for overall project coordination, activity implementation, monitoring, evaluation, and learning within a designated county. Technically, the Coordinator/ Manager reports to RSRTF Program Specialist in delivering to this role, the PC will coordinate on a day-to-day basis with PCs from other consortium partners, government agencies, the Area Reference Group (ARG) and other stakeholders. The RSRTF PC will receive, compile, and finalize reports from field staff in Mayendit field office and submit to the RSRTF Program Specialist. The ultimate purpose of this position is to ensure efficient and effective implementation of the RSRTF Project through coordination with all project staffs, other stakeholders as well as accurate and timely reporting of project activities to internal and external stakeholders.

Key Responsibilities

Project Management and Reporting

- Overall coordination of RSRTF ABP planning and implementation, coordination with stakeholders ensuring integration of HDP nexus across program outcomes in Mayendit.
- Ensure all the project activities are implemented in line the project proposal, work plan, budget, and results framework.
- In collaboration with HR, prepare staff leave schedule, set performance objectives/targets and conduct periodic performance review.



- Support recruitment of new staff and orientation in collaboration with the Program Specialist.
- In consultation with the Field finance officer, prepare monthly cash projections and monitor funds utilization in accordance with approved plans and budget.
- Prepare project activity implementation plan, procurement plan and liaise with Logistic Officer to ensure procurement of project material and supplies is in line with work plan and budget.
- Provide technical support and direct supervision to Project Officers and other staffs.
- Build capacity of Project Officers, Project Assistants, and volunteers, and monitor performance towards continuous improvement in line with agreed performance plans.
- Provide periodic feedback on project implementation, milestones, challenges and recommendations to ensure project objectives can still be met.
- Identify new opportunities and suggest any modifications required to ensure overall project success.
- Submit quality and timely monthly, quarterly, annual and end of project report in line with RSRTF reporting guidelines.
- Ensure periodic documentation of success stories, lessons learnt and participate in partners annual learning event.
- Ensure projects donations to communities are documented in accordance with provided guidelines.
- Coordinate project monitoring, baseline, midline, and end of project evaluation activities.
- Conduct regular joint monitoring and assessment of project activities analyses project progress and achievements against objectives, indicators and propose necessary adjustments for improvement as well as ensuring corrective actions are taken.

Coordination and Networking

- Coordinate organizing the quarterly ARG meeting ensuring all key stakeholders are represented, joint project updates are prepared and presented and reports prepared and presented to RSRTF program Specialist for review and follow up action.
- Maintain working relationships with other PCs from the consortium partners.
- Ensure community feedback mechanism is establish and functional.
- Represent the consortium at events, meetings, humanitarian coordination and engagement with local authority within the county.
- Strengthen collaboration and networking with County local government, humanitarian actors and other stakeholders within the local context.
- Any other duty assigned by the supervisor

Qualifications/Experience

- Bachelor's degree in International Relations, Peace and conflict studies, social sciences or any other related field is required.
- Experience in HDP nexus programming
- At least 2 years of experience in managing a humanitarian response within South Sudan.
- A working experience in Livelihoods, Community conflict mitigation, education, GBV, Governance in a humanitarian setting.

SKILLS REQUIRED

- Good skills in Microsoft Office, including Word, Excel and power point.
- Ability to coordinate joint planning and field activity implementation partners.
- Excellent written and oral English communication, with the ability to complete reports.



- Able to travel and work in Southern Unity.
- Able to maintain performance expectations in hardship locations with basic accommodations.
- Humility, teamwork, and flexibility.
- Ability to understand and work in different cultures.
- Arabic language skills.



Conflict of interest

Any candidate affiliated to, or openly supporting any political party opposed to the UNIDOR's core values, or whose previous position could engender safety issues for co-workers at UNIDOR, will be excluded from this selection process. The employee will be accountable for the responsibilities and the competencies, in accordance with the UNIDOR Human Resource guidelines.

Qualified candidates should submit their cover letters and updated CV with copies of academic documents to UNIDOR South Sudan head Office located at Kololo-America Embassy Road, Juba Nabari after Catholic university. through email E-mail to recruitment@unidorss.org not later than Friday 23th August 2024. *For this position, eligible and suitable qualified female candidates are encouraged to apply*

