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Approved by
Inspector



Alight, South Sudan Program
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July 19th, 2023

VACANCY ANNOUNCEMENT

POSITION TITLE: Camp Coordination and Liaison Manager -Wedweil Refugee Camp/Settlements
NUMBER OF POSITION: One (1)
DUTY STATION: Wedweil Transit Center – Aweil West
REPORTS TO: Program Manage
SUPERVISORY CAPACITY: Supervise all activities and staff in the camp and Settlements.
STATUS: Full Time
START DATE: 1st August 2023

COUNTRY PROGRAM OVERVIEW

The overall objective of the Alight South Sudan Program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, Alight implements a multi-sectoral program that includes Water and Sanitation, Nutrition, Gender based violence prevention and response, Shelter and CCCM activities. Alight's is expanding its outreach mechanisms and introducing innovative new initiatives. Alight currently has program activities in Aweil West, Ulang, Morobo and Kajo-Keji Counties.

Primary purpose of the position

The Camp Coordination and Liaison Manager provides leadership to ensure smooth functioning of all activities in Wedweil Camp and Settlements. He/she is responsible for the management of all program activities, operations and logistics, finance and administration and Human Resources in coordination with UNHCR, CRA and other Partners, working in close consultation with the country office. Camp Coordination and Liaison Manager is supervised daily by the Program Manager and is accountable to the Country Director.



Major areas of duties/responsibilities:

Program Management

- He/She will be the focal point for all administrative and coordination activities. Working with partners and Refugee leadership to ensure POCs immediate and critical needs are addressed.
- Supervise and manage ALIGHT program activities in the camp/settlements.
- Responsible for development and management of human resources.
- Ensure timely production and collection of work plans and reports of different sectors.
- Liaise with the Country Director, Program Manager, Logistics Manager, and Finance Controller for efficient utilisation of all resources, as well as facilitating fieldwork.
- Represent ALIGHT in coordination and planning meetings at the local and, when necessary, national level.
- Consult with authorities, donors, refugee leaders and stakeholder at camp level.
- Prepare timely narrative reports for donors, government, HQ, and others as required.
- Monitor the implementation of operations and sector activities according to the budget of the camp's programs (WASH, Shelter/Infrastructures, Environment Protection, Partner Coordination including scheduling and chairing meetings)
- Participate in the development of new programs or expansion of existing programs.
- Provide leadership in the implementation for adequate monitoring and evaluation of program activities and results.

Operations, Logistics & Administration

- Manage and supervise all human resources in the camp in collaboration with the HR department.
- Provide oversight of all financial and administrative matters in collaboration with the Finance department.
- Provide oversight of all supply chain management at camp level with support from Logistics department including the whole procurement process, delivery of supplies, accounting of physical assets, inventory and stock management of all ALIGHT equipment, property, vehicles, and furnishings.
- Function as security focal point for Wedweil Camp/Settlements. and surrounding area and report any incidents to the Country Director.
- Any other tasks as requested.

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- Master's degree in management, Engineering, Development, International Relations, Project Management, Social Sciences, or any related field from a renowned University.
- Bachelor's degree in related field.
- Minimum of 5 years' experience with development or relief organisations working in complex emergency situations and/or development settings, including refugees, returnees, displaced, vulnerable and/or war affected populations.
- Minimum 3 years of experience managing development/relief programs at a senior level.



- Experience in operations and logistics management including supply chain management is preferable.
- Experience and/or knowledge of market-based approaches to development and economic recovery programming (micro-finance, livelihoods, building in camp economies, business development services etc.) a plus.
- Good technical knowledge of camp management and some of the following programming sectors: Shelter and Infrastructures, WASH, health and nutrition, HIV/AIDS, Sexual and Gender Based violence.
- Familiarity with UNHCR, private, US government and multilateral donors.
- Fluency in English is a must.
- The ability to read, write, and speak Arabic is desirable.
- Experience and knowledge of Sudanese and south Sudanese culture, politics, and economy a plus.
- Proficiency in the use of computers and standard applications: Word and Excel etc.

KEY BEHAVIORS & ABILITIES

- Strong intercultural skills required.
- Diplomatic skills and strong abilities to resolve conflicts and build relations with governmental partners and other stakeholders.
- Participative team leadership with capacity to listen and mobilise.
- Result oriented project management skills.
- Strong work ethics.
- Demonstrated organization and planning skills.
- Strong oral and written communication skills.
- Team player with strong leadership skills.
- Computer literate.

HOW TO APPLY

Qualified and interested candidates should submit their applications which include the cover letter, together with an updated CV with at least three professional referees addressed to Alight HR department South Sudan office located in **plot 709 3k-south, Behind Phenicia Supermarket, off Ministry Road, Kololo-Juba, South Sudan.**

Applications can be submitted to the following email address:

recruitmentss@WEAREALIGHT.ORG

Please note that Alight retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on a regular basis. Only shortlisted candidates will be contacted for an interview. Female candidates are highly encouraged to apply.

The deadline for receiving applications is August 8th, 2023, at 4:30 pm local time.



“Please note that ALIGHT believes strongly in the human dignity of our customers (beneficiaries) and any other individual human person. Therefore, ALIGHT strongly condemns prohibits any behavior on the part of an ALIGHT employee, Board member, volunteer, consultant or which constitutes any form of sexual misconduct, including sexual harassment, sexual exploitation, and sexual violence towards any other staff member, client, patient, beneficiary (refugee and/or IDP), or other individual participating in an ALIGHT program or activity”.

