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Approved by Senior Inspector
MOLKOSP
106/2024
JUN 2024
MINISTRY OF LABOR
SOUTH SUDAN

Munuki SDA Compound
P.O Box 247
Juba, South Sudan

JOB ADVERT

Job Title:	Field Liaison Coordinator
Qualification:	Bachelor's Degree in any of the following disciplines: Business Administration, Communications, International Relations, political science, social/development studies, Management or relevant field
Experience:	at least 3 years' experience working with an NGO and/or international organization coordinating and managing projects. Managing project funded by EU, UNHCR or IOM will be an added advantage
Job Location:	This will be a roving position. The function will be located at the hub of the coordination with frequent visit to the field locations. The position will be approximately 80% Field project locations and Malakal and 20% Juba only to attend meetings when need be
Project Locations	Malakal, Nasir, Ulang, Maiwut & Longechuk Counties in Upper Nile, South Sudan
Contract Duration:	6 Months with possibility of extension dependent on performance and availability of funding
Reporting to:	Project Manager

Closing date: 10th July 2024 at 5:00pm South Sudan time

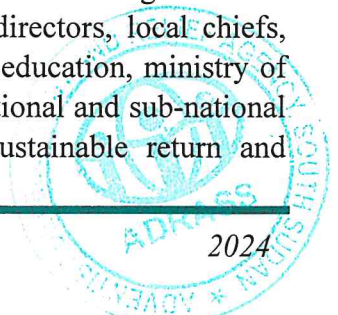
Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is **“To serve humanity so all may live as God intended”**. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*

ADRA’s Values: *Courageous. Compassionate. Connected*

JOB SUMMARY:

ADRA SS seeks to recruit the position of Field Liaison Coordinator to support communication, coordination, networking, liaison and reporting on the progress of activities under additional funding of the protection project. The holder of this function will map and will conduct meetings with the donors, relevant ministries and stakeholders such as RRC, County Land directors, local chiefs, ministry of land Housing and Property, Ministry of local justice, Ministry of education, ministry of agriculture, Ministry of environment and natural resources, etc both at the national and sub-national level on quarterly basis to discuss durable solutions that would favor sustainable return and



resettlement including and not limited to HLP related issues. He/She will therefore be responsible for facilitating **all** coordination activities between ADRA and other stakeholders at the county, state and national level.

RESPONSIBILITIES:

The responsibilities of the Field Liaison Coordinator include but are not limited to the following:

- The field liaison coordinator will be acting as the primary contact person between ADRA and the donors, government line Ministries and other stakeholders during the project implementation
- He/She will participate in all meetings called by the donor, relevant clusters and government line ministries at the county, state and national level
- Maintain a schedule of the coordination meetings, compile and share the minutes of the meetings with ADRA management and follow up on the action points in a timely manner
- He/ She will accompany the donors, government ministry officials from relevant line ministries and stakeholder to the field locations where the project is implemented.
- Populate a dashboard and/or IPPT to track indicators in respect to the achievement of the project activities and submit updates on weekly, monthly and quarterly basis to the donors and ADRA management.
- Look out for opportunities for meaningful collaboration and funding with the donors and stakeholders.
- Establish mutually beneficial and encouraging relationships with targeted beneficiaries, donors and stakeholder and establish parameters for collaborative efforts in future
- Liaise with departmental heads and ensure all challenges arising from coordination of the project activities are resolved amicably and timely.
- Backstop the project manager on need basis

PERFORMANCE INDICATORS:

1. Meet at least 80% of project work plan indicators.
2. Complete at least 80% of planned field activities.
3. Ensure timely submission of all sites reports.
4. Time management
5. Skills transferred to the other staff and gained skills from other colleagues

DESIRED SKILLS AND COMPETENCIES

- **Interpersonal Skills:** Excellent interpersonal skills to effectively communicate and build relationships between different parties.
- **Communication Skills:** Clear and effective communication to coordinate and address stakeholders' questions and concerns.
- Have a comprehensive understanding of the specific functions, processes, technologies, cluster system, donors and donor requirements and government line ministries in South Sudan.
- **Conflict Resolution:** Should be adept at resolving conflicts and finding common ground.
- **Organizational Skills:** Possess strong organizational abilities in order Coordinate operations and processes of the project.



SAFEGUARDING:

ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Instructions for applications:

Interested candidates who meet the above qualification and experience for this position, can submit their application and copies of academic credentials together with Employment application form addressed to; jobs@adrasouthsudan.org or hand deliver to ADRA South Sudan Office located at the Seventh-Day Adventist Church Compound, Kuwait Estate Road along Munuki Bilpham Road. Qualified female South Sudanese nationals are highly encouraged to apply.

Note:

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

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