



STANDARD ACTION LIAISON FORCE
Block 3K, Plot 492 Juba Nabari Residential Area, Bilpam Road Juba, South Sudan

50-H-3
Approved by
MLP

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September 9, 2019

SALF JOB VACANCIES 2019

Background Information:

Standard Action Liaison Force (SALF); founded in 2003 as a democratization and alternative change instrument, a defense of rights and the fundamental freedoms that build and expand on strategic partnerships and platforms, help in organization, inclusion and participation of an informed and empowered citizenry, developing and perfect institutions in response to the necessities and the will of the people of South Sudan.

SALF has registered with Ministry of Justice and secured Operation Certificate from the Relief and Rehabilitation Commission (RRC). SALF strength evidenced in promotion of peace, good governance, democracy, human rights' monitoring, documentation and advocacy and provision of free access to justice to citizens, policy dialogue engagement and research initiatives; livelihood security, environmental and basic services delivery for improving lives of the ordinary citizens in South Sudan

The organization is headed by a President and governed by an eleventh (11) member Board of Directors who meets twice a year, to review management progress. The management team formed of the technical staffs that are being hired by the Board to run organizational programs/activities.

SALF envisage of a free, just and open society that enjoys quality life, where all the people are able to realize their full potential in all aspects of their development, including, adequate representation and effective contribution at all levels of decision-making, consequently preserving them respect and dignity. SALF is working to strengthen, expand and defend democracy, in pursuit of the public shared desires and aspirations toward realization of peace, security and freedom and the rule of law, tranquillity and economic prosperity.

Introduction Job Vacancies Head Office and its processes:

Applications for these vacancies should include i) a motivation letter explaining your interest in the post and ii) how you meet the required competencies and include:

- i. Name, address and contact details
- ii. Current mobile number and e-mail address
- iii. Summarized Curriculum vitae
- iv. Application letter and brief summaries of experience or qualifications
- v. Three referees, their addresses, e-mail, telephone contacts
- vi. Photocopies of academic certificates and other professional accreditations
- vii. Photocopies of National Certificate, National ID or Passport

Bring your application to any nearby SALF Based Offices in New and Old Fangak, Fangak County, South Sudan or submit an electronic application to SALF: salf2000@hotmail.com and Not later than 27th September 2019.

Address your application letter: *Human Resource Officer, SALF Juba Office*

Only short listed candidates will be contacted

Applications from qualified women candidates are encouraged

The position is open for all and preparedly the South Sudanese nationals as per see attached detailed 2 Docs:



Vacancy – Program Coordinator

Program Coordinator (1 post)
Duty station: Juba, South Sudan
Status: Full time
Duration: as per contract
Start-date: Immediately
Report to: Director Program Coordination

50-H-3
Approved by
MLPS & HRD



Purpose of the Job

Program Coordinator is in charge of providing the strategic direction, coordination, and management of the program activities of a project focused on promoting peace building, human rights, rule of law, and access to justice. In close consultation with the Director of Programs to provide leadership to a small team and manage the successful implementation of program activities, coordination with partner organizations, and donor reporting.

Specific Roles & Responsibilities

- a. Provides leadership and strategic oversight of project activities, including day-to-day management and implementation of written work product, trainings, meetings, and strategic events to advance democracy, peace, and rule of law;
- b. Coordinates project activities with partner organizations and donors;
- c. Manages a small team on the coordination, planning, and implementation of project activities;
- d. Supervises data management work of the Data Officer related to tracking and analyzing outcomes from program activities, including for donor reporting;
- e. Supervises the Finance and Administrative Officer in identifying, tracking and soliciting funding opportunities from donors, including foreign government and private foundations;
- f. Supervises the Finance and Administrative Officer in drafting project proposals and submit to funding agencies, the foreign government and private foundation with in coordination with the organization's management team.
- g. Represents the team in meetings with partners and donors, in close consultation with the Director of Program Coordination.
- h. Prepares internal reports on program activities and finances including assets on a quarterly basis, with support from the Finance and Administrative Officer, as well as any other reports requested by the management team and donors
- i. Prepares any required external donor reports including monthly, biweekly and quarterly reports, with support from the Finance and Administrative Officer, and submits copies to the management team for approval prior to submission;
- j. Makes amendments to project documents based on close consultation with the organization's management team
- k. Oversees programs and financial management and where possible recommends improvements;
- l. Brings forward issues of concerns to the attention of the Executive Director and organizational management;
- m. Attends meetings on behalf of the organization
- n. Provides oversight over program plans and reports and finances, and receives reports from the Data Officer and Finance/Admin Officer;
- o. Performs any other duties as may be assigned by the Executive Director and the management team

Minimum Qualifications/Experiences

- **Academic qualifications:** Degree or Higher Diploma in social sciences (Law, Political Science, Business Administration or any human rights related course); Computer skills in word processing, Power Point Presentation, e-mail, internet networking and spreadsheets. Data and database management experience is an advantage.



- **Organizational development and Project Leadership:** Experience in planning, leading, and managing development projects, particularly focused on democracy, peace, and rule of law, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to the organization and donors.
- **Entrepreneurial Spirit:** Takes initiative and actively seeks to deepen current donor relationships and to forge new ones.
- **Communications:** Skilled in creating powerful, compelling written and oral communications. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences.
- **Influencing:** Gets others to accept ideas by using convincing arguments, creates a win-win situation and responds appropriately to key stakeholders.
- **Collaboration:** Effective at working with others to reach common goals and objectives.
- **Relationship Building:** Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization, and partners externally
- **Additional Qualifications:** Experience working with networks, groups or initiatives, CBOs, NGOs, communities, and Government line ministries; Basic financial management and business skills; demonstrated research qualities; strong sensitivity to religious, ethnic, cultural, and political issues; Familiarity with South Sudan is an advantage; Proficient in local languages is an added advantage; Demonstrated ability to work independently and in partnership with other various colleagues/actors

APPLICATION PROCESS, HOW TO APPLY AND REQUIREMENTS

Applications for this vacancy should include i) a motivation letter explaining your interest in the post and ii) how you meet the required competencies and include:

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- Current mobile number and e-mail address
- Summarized Curriculum vitae
- Application letter and brief summaries of experience or qualifications
- Three referees, their addresses, e-mail, telephone contacts
- Photocopies of academic certificates and other professional accreditations
- Photocopies of National Certificate, National ID or Passport

Bring your application to SALF Office situated at Bilpam Road, Opp. Medan Rambo Block IV; Plot # 12, Kuwait Area Juba, South Sudan. E-mail: salf2000@hotmail.com and Not later than 27th September, 2019. For any queries about office location please reach to us via these cellphone #s: +211 924 602 665 or +211 921 720 045

Address your application letter: Human Resource Officer, SALF Juba Office

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