



SOUTH SUDAN

Approved  
*[Signature]*

## VACANCY ANNOUNCEMENT



**Position title:** Project Coordinator ✓

**Working location:** SOS Children's Village – Juba.

**Closing date:** 9<sup>th</sup> April 2024

### Background

**SOS Children Villages, South Sudan established in 2002**, is an affiliate member of SOS Children's Villages International, a federation of 137 national associations, working together with a single mission: to ensure that every child grows with love, respect and security. We take action for children as an independent nongovernmental social development organization. We work for children who are orphaned, abandoned or whose families are unable to care for them. We give these children the opportunity to build lasting relationships within a family.

For the effective and successful coordination & management of the coordinated child protection and livelihoods development project, SOS Children's Villages in South Sudan is looking for a **project coordinator**

### Job Summary

The Project Coordinator who will be responsible for leading the planning, implementation, monitoring and evaluation of the coordinated child protection and livelihoods development project's activities, in accordance with the organizational standards and strategies.

He/she will also be responsible for overseeing the day-to-day implementation of the project and for building relationships with various partners and stakeholders,



## **Tasks and Responsibilities:**

### **Project coordination and management**

- Lead the development of project implementation plan process
- Responsible for the implementation of the coordinated child protection and livelihoods development project activities, closely monitor and evaluate their evolution, final results and achievements to ensure that objectives are achieved.
- Carry out exploratory missions in order to identify potential fields of interventions.
- Lead on situation analysis and programme proposal development.
- Work in close collaboration with other members of the SOS CV team, sharing information and designing and implementing program activities.

### **Financial Management**

- Lead proper planning, size and coordination of the financial resources of the project
- Supervise the financial management and ensures that all reporting deadlines and donor/SOS CV procedures are adhered.
- Participate in the project budget preparation and validate its final outcome.

### **Team Management**

- Responsible for the proper supervision, management and coaching of the project team
- Lead, manage and motivate the team, ensuring that they have clear objectives, work-plans and receive meaningful and regular feedback on their performance.

### **Liaising and communications**

- Represent the organization at the state and national levels and ensure a positive collaboration and working relationship with government institutions, community leaders and a good public image of the organisation.
- Actively participate and coordinate in the various child protection clusters or coordination meetings with NGOs, UN agencies and government offices.
- Ensure SOS CV South Sudan's participation in the National Humanitarian Response Coordination platform coordinated by UNOCHA
- Responsible for monitoring and analysing the political, humanitarian and general situation across the country and surrounding countries through established contacts with key persons/institutions.

### **Reporting**

- Responsible to ensure information flow and reporting to the National Director SOS Children's Village, South Sudan



- Prepare and submit regular project progress report (financial and activity reports) to the National Director.

### **Organizational policies and ethical standards**

- Ensure adherence to SOS Children's Villages policies such as the Code of Conduct, Child Safeguarding Standards and others
- Responsible to define and ensure implementation of security policies and protocols to guarantee safety of staff and the target beneficiaries.

### **Safeguarding**

- Ensuring a safe and conducive working environment is created for co-workers and all programme participants where they feel free to speak and raise concerns without fear;
- Ensuring that safeguarding measures are in place within their area of responsibility and that staff, associates and other key stakeholders are made aware of these measures and are supported in implementing them;
- Ensuring that safeguarding is integrated into all project management processes including recruitment, onboarding, performance management, team meetings, annual planning processes, field-level monitoring, etc.
- Creating and maintaining an environment where Safeguarding policies such as Child and Youth Safeguarding, Code of Conduct the Sexual Misconduct Regulation are effectively implemented;
- Ensuring the best interest of the children and young people is applied and considered in projects, decision making or any other work that is performed.
- Ensuring a conducive and safe working environment for their subordinate free of any harm, abuse, neglect and exploitation.
- Ensuring that project staff members receive an induction and training on the SOS Children's Villages Safeguarding policies (Children and Youth Safeguarding, Sexual Misconduct Regulation and other related policies) and Code of Conduct.
- Uphold SOS Children's Villages Values and the Code of Conduct when interacting with partners, children, young people, families and other stakeholders within or outside the organization.
- Ensure that contracts and partnership agreements or Memorandum of Understandings (MOU) have articles referring to safeguarding policies (Child and youth safeguarding and Sexual Misconduct Regulation, Anti-Fraud and Anti-Corruption and other related policies) and the Code of Conduct with partners, contractors, vendors/suppliers, consultants or any other stakeholders working with the project

### **Requirements:**

- University degree in Disaster Management or Development Studies, Social Sciences, International Relations or equivalent working experience
- Minimum 3 years of experience in humanitarian aid and/or development work in multi-cluster INGOs





**SOS CHILDREN'S  
VILLAGES  
SOUTH SUDAN**

### **Competencies, knowledge, skills, education and experience**

- University degree in Public health, community development and social sciences or related field
- Minimum 3 years' professional work experience with relevant projects
- Good understanding of the local community including but not limited to access to social rights and benefits, stakeholders and gaps
- Experience in representation and networking
- Excellent analytical and strategic skills
- Strong interpersonal skills and demonstrated ability to establish effective working relations with local staff and other stakeholders
- Strong computer skills
- High professional ethics
- Knowledge of local language (Juba Arabic) is essential
- Ability to work in a multicultural environment
- Proactivity, with a sound commitment to teamwork and with a spirit of genuine collaboration
- Strong initiative and self-motivated, with a strong commitment to humanitarian principle and high sense of ethics
- Excellent communication skills, as well as patience and politeness, are needed
- Ability to cope with high workload and stress and identify priority activities and assignments, and adjust priorities as required

### **How to Apply**

**Applications including at least three traceable referees should be sent electronically to: [Isaac.James@sos-southsudan.org](mailto:Isaac.James@sos-southsudan.org)**

**Please note that only shortlisted candidates will be contacted and if you do not hear from us within 10 days, your application has not been successful**

**SOS Children's Villages International holds strict child safeguarding principles and a zero-tolerance policy for conducts of sexual harassment, exploitation and abuse in the workplace and other places where the organization's activities are rendered. Parallel to technical competence, recruitment, selection and hiring decisions will give due emphasis to assessing candidates value congruence and thorough background checks, police clearance reference check processes".**

**Alternatively, applications can be delivered to SOS Children's Village office**

**Located at Hamza Inn, Juba Town**

**Opposite Notos Restaurant**



**SOS CHILDREN'S  
VILLAGES  
SOUTH SUDAN  
JUBA**