



**NILE SUSTAINABLE  
DEVELOPMENT ORGANIZATION  
SOUTH SUDAN PROGRAMME**

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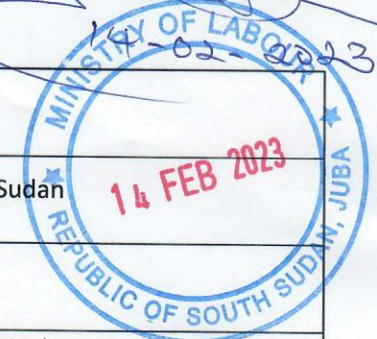
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## VACANCY NOTICE

<b>JOB TITLE</b>	Capacity Development and Meal Coordinator
<b>DEPARTMENT</b>	Fund Secretariat/ Local Response Pool Fund – South Sudan
<b>LOCATION</b>	Juba, South Sudan
<b>REPORTING TO</b>	Fund Manager/ Local Response Pool Fund SC – South Sudan
<b>OVERALL PURPOSE</b>	<p>The Local Response Pool Fund South Sudan (LRPF-SS) is a local pool fund created by National Non-Governmental Organizations (NNGOs) and Civil Society Organizations in South Sudan with support from Save the Children International, Care International, CAFOD &amp; Trocaire, Tearfund, Christian Aid and the South Sudan NGO Forum with the vision to deliver more relevant, effective and mutually accountable humanitarian assistance, by optimizing the strengths and the capabilities of national organizations, in collaboration with international organizations and other stakeholders.</p> <p>LRPF-SS's objective is to set-up its operational structure for the pool fund; increase availability of funds for rapid local humanitarian action (emergencies and protracted recovery through different granting cycles and channels to rapidly meet the needs and gaps of the affected communities; document success, challenges, opportunities and learning of localization through action by local entities and especially as a channel through which local NGO's can directly reach donors</p> <p>The Fund Secretariat of the Local Response Pool Fund – South Sudan is hosted at the Nile Sustainable Development Organization (NSDO) Juba office. The LRPF-SS Fund Secretariat staff will be recruited by NSDO but will work for the LRPF-SS Fund Secretariat.</p>





	The LRPF-SS is advertising to recruit a South Sudanese national for the position of Capacity Development and Meal Coordinator in the Fund Secretariat.
<b>COMPETENCIES &amp; PROFESSIONALISIM</b>	Sound knowledge of and exposure to a range of humanitarian assistance, emergency relief and related human rights issues, to include approaches and techniques to address difficult problems; strong analytical capacity and in particular the ability to analyse and articulate the humanitarian and protection dimension of issues which require coordinated response; ability to identify issues and to use sound judgment in applying technical expertise to resolve a wide range of problems; strong research skills, including ability to evaluate and integrate information from a variety of sources and assess impact on the humanitarian rights and protection situation in assigned country/area; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery); ability to provide guidance to new/junior staff; take responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

<b>MAJOR RESPONSIBILITIES</b>	
	<ul style="list-style-type: none"> <li>• Deliver all capacity development-related activities for LRPF Members and their networks in diverse areas of organizational development (leadership and management, financial management, human resources management, partner relations, communications, monitoring and evaluation, grant management, technology utilization and others).</li> <li>• Work closely with local partners to ensure adequate capacity is built in various areas of the program.</li> <li>• Develop materials and processes for specific areas/topics identified as needed for capacity development of partners, including training, mentoring and coaching of partners, peer learning and other methodologies.</li> <li>• Ensure flexibility and high quality of the capacity development support provided to the partners.</li> <li>• Ensure integration of organizational capacity development with other technical support the project will provide to partners.</li> <li>• Lead in program monitoring, evaluating, learning and periodic reporting related to capacity building.</li> <li>• Coordinate with appropriate stakeholders in all aspects of activities planning, monitoring, and implementation.</li> </ul>







- Contribute to the development of annual work plans, performance monitoring systems and tools, and writing of program reports.
- Conduct a capacity needs assessment of the team and communicate findings to the Fund Manager for action.
- Based on findings from the capacity needs assessment, develop a capacity development plan and ensure its timely implementation.
- Work with Fund Manager and Monitoring and Evaluation Officer to identify and propose priority training and capacity sessions staff and stakeholders.
- Effectively manage all budget items related to trainings and capacity buildings to ensure spending is timely and in accordance with donor requirements.
- Prepare activity and training reports for review by M&E Officer and submission to Fund Manager for approval.
- Work closely with Fund Manager to develop and review appropriate training materials, guidance, and procedures for partners.
- Maintain clear records and data on all trainings and capacity building sessions while collaborating with Monitoring and Evaluation Officer.
- Participate in Training of Trainers sessions to enable she/he rollout of these trainings to other partners.
- Ensure all respective sectors have access to training and professional development resources appropriate to their skill gaps/needs.
- Maintain open and professional relations with team members, promoting a strong team spirit, oversight and guidance to staff enabling successful performance of duties.
- Perform other duties assigned by the Fund Manager

#### **MINIMUM QUALIFICATIONS/ EXPERIENCE**

- An advanced university degree (Master's degree or equivalent) in political science, social science, public administration, international development studies, economics or related field, is required. A first-level university degree in combination with five additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- Minimum of five years of progressively responsible professional experience in humanitarian or development affairs, emergency preparedness, crisis/emergency relief management, project management and budget management are required
- Experience in emergency setting, working with Pooled Funds' CBPF funded NGO is desirable





- Experience in humanitarian capacity development
- Experience in humanitarian emergencies in the field is required
- Experience in direct project management, monitoring and evaluation, and project supervision is desirable.
- Experience in the design of training policies and guidelines pertaining to humanitarian assistance is desirable.

#### SKILLS/ATTRIBUTES

- English is the working language for LRPF-SS Fund Secretariat. For the position advertised, fluency in English is required. Knowledge of Arabic is desirable
- Excellent analytical and logic skills
- Self-starter and independent thinker, but willing to follow instructions.
- Team player with friendly personality; able to build strong interpersonal relationships.
- Able to work under pressure and with people from diverse cultures.
- Flexible work style and with an interest in being part of a dynamic and evolving team.
- Excellent oral and written communication skills (English and Arabic).
- Committed to NSDO core values as a Christian organization.

#### WORK CONDITIONS

Based in Juba. The position requires occasional travel to field offices or other LRPF locations for trainings or meetings

#### JOB COMMITMENT

##### OPENING DATE

14 February 2023

##### DURATION OF COMMITMENT

LRPF operates on one-year contracts. However, this contract is for 6 Months with 3-months' probation with possibility of extension pending satisfactory performance and funds.

#### SUBMISSION OF APPLICATION

##### CLOSING DATE

6<sup>th</sup> March 2023

##### ADDRESS

All applications should be submitted electronically to *The Secretariat of the LRPF-SS Steering Committee* [lrpfssd2022@gmail.com](mailto:lrpfssd2022@gmail.com). With copy to [r.rombek1@gmail.com](mailto:r.rombek1@gmail.com), Applications can also be dropped off at Nile Sustainable Development Organization (NSDO), Hai Tarawa Block 5, house number 279, after Nana Corner Bridge, Juba South Sudan, before closing date



	of 6 <sup>th</sup> March, 2023 by 5:00 PM. (Please use reference code "Capacity Development & Meal Coordinator - Juba – Vacancy" in the subject line.)
<b>OTHER INFORMATION</b>	<p>Please provide the following when applying for this post:</p> <ol style="list-style-type: none"> <li>1. Application letter</li> <li>2. Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, current remuneration, contact details, and names of three references;</li> <li>3. Experience certificates;</li> <li>4. Copy of birth certificate, passport or other relevant identification document.</li> </ol> <p>LRPF-SS is an equal opportunity employer. LRPF-SS prohibits discrimination and harassment of any type and affords equal opportunities to employees and applicants without regard to race, colour, religion, sex, disability status</p> <p>Nile Sustainable development organization will undertake background checks of the selected applicant</p> <p>Please note that: Female Candidates are encouraged to apply!</p> <p>Only short-listed candidates will be contacted.</p>

**NSDO IS A SMOKE AND DRUG FREE ENVIRONMENT**



A handwritten signature in blue ink, consisting of a stylized, cursive name.

